



DEPARTMENT OF THE NAVY
NAVAL UNDERSEA WARFARE CENTER DIVISION
610 DOWELL STREET
KEYPORT, WASHINGTON 98345-7610

5720
00L/014
10 Jun 2022

Ms. Rose Santos
FOIA Group, Inc.
P.O. Box 368
Depew, NY 14043

Subj: PARTIAL DENIAL OF FREEDOM OF INFORMATION ACT REQUEST DON-NAVY-2021-000720 FOR CONTRACT N00178-19-D-8692 Deliver Order N00253-20-F-3001

Dear Ms. Santos:

This letter is in response to your Freedom of Information Act (FOIA) request dated March 22, 2021, for information pertaining to contract N00178-19-D-8692 Deliver Order N00253-20-F-3001 in which you seek clearly releasable copy of the task order's title page and current statement of work/performance of statement.

Review of the requested documents reveals that they are partially exempt from disclosure under the FOIA. Exemption (b)(6) protects personal information such as names, phone numbers, and email addresses, which have been redacted accordingly.

Fees incurred during the processing of your request amount to \$48.00 for .25 hours of search, and .75 hours of review. Accordingly, please forward a check or money order, payable to the Treasurer of the United States, for the stated amount, to this office within 30 calendar days from the date of this correspondence.

You have the right to an administrative appeal. It must be received within 90 calendar days from the date of this letter. Please attach a copy of your initial request and amended request, a copy of this letter, and mark the appeal letter and envelope "Freedom of Information Act Appeal." Mail your appeal to:

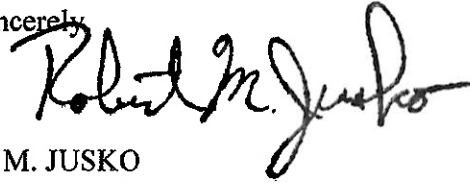
Department of the Navy,
Office of the General Counsel,
1000 Navy Pentagon, Room 4E635, Washington, DC
20350-1000

Please send a copy of your appeal to the Naval Undersea Warfare Center, Keyport, FOIA Coordinator, 610 Dowell Street, Keyport, WA 98345-7610. You are encouraged to provide an explanation why you believe the redactions were inappropriate or our search was inadequate.

SUBJ: PARTIAL DENIAL OF FREEDOM OF INFORMATION ACT REQUEST DON-NAVY-2021-000720 FOR CONTRACT N00178-19-D-8692 DELIVER ORDER N00253-20-F-3001

If you have any questions, please contact the FOIA Coordinator at andrew.j.phillips1@navy.mil and (360) 396-2785. You may also contact the DON FOIA Public Liaison, Christopher Julka, at christopher.a.julka@navy.mil, (703) 697-0037.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert M. Jusko". The signature is fluid and cursive, with the first name "Robert" and last name "Jusko" being the most prominent parts.

R. M. JUSKO
Counsel

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 91	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D8692			2. DELIVERY ORDER/CALL NO. N0025320F3001		3. DATE OF ORDER/CALL (YYYYMMDD) 2020APR30		4. REQUISITION/PURCH REQUEST NO. Multiple		5. PRIORITY DO-C9		
6. ISSUED BY NUWC, KEYPORT DIVISION 610 Dowell Street Keyport, WA 98345-7610				CODE N00253		7. ADMINISTERED BY (If other than 6) DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE, MD 21202-3375			CODE S2101A SCD: C		
9. CONTRACTOR NAME AND ADDRESS • TeleSolv Consulting 1325 18th Street NW, Suite 204 • Washington, DC 20036				CODE 36TX1		FACILITY 118538045		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
								12. DISCOUNT TERMS Net 30 Days WAWF			
				13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G							
14. SHIP TO SEE SECTION F				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264			CODE HQ0338 MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
TeleSolv Consulting NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED (YYYYMMDD) _____											
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA /s/Monique Klose BY:				04/30/2020 CONTRACTING/ORDERING OFFICER		25. TOTAL \$5,504,914.34	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.										34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

Section C - Description/Specifications/Statement of Work

C-202-H001 ADDITIONAL DEFINITIONS--BASIC (NAVSEA) (OCT 2018)

- (a) Department - means the Department of the Navy.
- (b) Commander, Naval Sea Systems Command - means the Commander of the Naval Sea Systems Command of the Department of the Navy or his duly appointed successor.
- (c) References to The Federal Acquisition Regulation (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.
- (d) National Stock Numbers - Whenever the term Federal Item Identification Number and its acronym FIIN or the term Federal Stock Number and its acronym FSN appear in the contract, order or their cited specifications and standards, the terms and acronyms shall be interpreted as National Item Identification Number (NIIN) and National Stock Number (NSN) respectively which shall be defined as follows:
- (1) National Item Identification Number (NIIN). The number assigned to each approved Item Identification under the Federal Cataloging Program. It consists of nine numeric characters, the first two of which are the National Codification Bureau (NCB) Code. The remaining positions consist of a seven digit non-significant number.
- (2) National Stock Number (NSN). The National Stock Number (NSN) for an item of supply consists of the applicable four-position Federal Supply Class (FSC) plus the applicable nine-position NIIN assigned to the item of supply.

(End of Text)

C-211-H017 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (DEC 2018)

The contractor may request that this contract be updated to include the current version of the applicable specification or standard if the update does not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval of its request to update by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract.

(End of Text)

C-215-H002 CONTRACTOR PROPOSAL (NAVSEA) (OCT 2018)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal N/A dated September 4, 2019, as extended via email on March 11, 2020, in response to NAVSEA Solicitation No. N0025319R3501.

(b) The technical volume(s) of the Contractor's proposal is(are) hereby incorporated by reference and made subject to the "Order of Precedence" (FAR 52.215-8) clause of this contract. Under the "Order of Precedence" clause, the technical volume(s) of the Contractor's proposal referenced herein is (are) hereby designated as item (f) of the clause, following "the specifications" in the order of precedence.

(End of Text)

C-227-H006 DATA REQUIREMENTS (NAVSEA) (OCT 2018)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit(s) A001-A005, attached hereto.

(End of Text)

C-227-H008 GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (NAVSEA) (DEC 2018)

- (a) The contractor shall actively participate in the Government Industry Data Exchange Program in accordance with the GIDEP Operations Manual, S0300-BT-PRO-010. The contractor shall submit information concerning critical or major nonconformances, as defined in FAR 46.407/DFARS 246.407, to the GIDEP information system.
- (b) The contractor shall insert paragraph (a) of this clause in any subcontract when deemed necessary. When so inserted, the word "contractor" shall be changed to "subcontractor."
- (c) The contractor shall, when it elects not to insert paragraph (a) in a subcontract, provide the subcontractor any GIDEP data which may be pertinent to items of its manufacture and verify that the subcontractor utilizes any such data.
- (d) The contractor shall, whether it elects to insert paragraph (a) in a subcontract or not, verify that the subcontractor utilizes and provides feedback on any GIDEP data that may be pertinent to items of its manufacture."
- (e) GIDEP materials, software and information are available without charge from:

GIDEP Operations Center

P.O. Box 8000 Corona, CA 92878-8000 Phone: (951) 898-3207 FAX: (951) 898-3250 Internet: <http://www.gidep.org>

(End of Text)

C-227-H009 ACCESS TO DATA OR COMPUTER SOFTWARE WITH RESTRICTIVE MARKINGS (NAVSEA) (JAN 2019)

- (a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party that contains restrictive markings. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the restrictively marked data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains properly restrictively marked. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).
- (b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.
- (c) These restrictions on use and disclosure of the data and software also apply to information received from the Government through any means to which the Contractor has access in the performance of this contract that contains restrictive markings.
- (d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt to gain access to any information with restrictive markings. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.
- (e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.
- (f) Compliance with this requirement is a material requirement of this contract.

(End of Text)

C-228-H002 MINIMUM INSURANCE REQUIREMENTS (NAVSEA) (JAN 2019)

(a) In accordance with the clause(s) of this contract entitled "Insurance--Work On a Government Installation" (FAR 52.228-5) and "Liability and Insurance" (DFARS 252.217-7012), as applicable, the Contractor shall procure and maintain insurance, of at least the kinds and minimum amounts set forth below:

- (i) Workers' compensation and employer's liability coverage shall be at least \$100,000, except as provided in FAR 28.307-2(a), if applicable
 - (ii) Bodily injury liability insurance coverage shall be written on the comprehensive form of policy of at least \$500,000 per occurrence.
 - (iii) Automobile liability policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.
- (b) To be approved by the Contracting Officer, insurance certificates must include the following cancellation policy statement: Prior to cancellation or material change in coverage, the contractor shall give 30 days written notice to the Contracting Officer.
- (c) Physical work cannot begin until the insurance certificate has been approved by the Contracting Officer. Failure to provide an acceptable insurance certificate will not remove the contractor's responsibility to meet the delivery requirements outlined in Section F and FAR 52.211-11, Liquidated Damages – Supplies, Services, or Research and Development, if applicable.

(End of Text)

C-237-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018)

- (a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement. Substitution shall include, but not be limited to, subdividing hours of any key personnel and assigning or allocating those hours to another individual not approved as key personnel.
- (b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; (3) an explanation as to why the proposed substitute is considered to have equal or better qualifications than the person being replaced; (4) payroll record of the proposed replacement; and (5) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) Key personnel: One Program Manager.

(End of Text)

C-237-W001 ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT) SYSTEM REPORTING (NAVSEA) (OCT 2018)

- (a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contractor's Performance Report on the day and for the same timeframe the contractor submits an invoice into the Wide Area Workflow (WAWF) module on the Procurement Integrated Enterprise Environment (PIEE) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.
- (b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the

Government of existing or potential problem areas.

(c) The Contractor's Fund and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access: eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: <http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Partnerships/Commercial-Contracts/Information-eCraft/> under eCRAFT information. The link for the eCRAFT report submission is https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm. If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection: The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in WAWF. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

(End of Text)

C-242-H001 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (OCT 2018)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

(End of Text)

C-242-H003 TECHNICAL INSTRUCTIONS (NAVSEA) (OCT 2018)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer and the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

(End of Text)

PERFORMANCE WORK STATEMENT

1.0 General Requirements

1.1 Background

1.1.1 Naval Undersea Warfare Center Division Keyport (NUWCDIVKPT) provides test and evaluation; in-service engineering, maintenance, and repair; Fleet readiness, and industrial base support for undersea warfare systems, countermeasures, and sonar systems. Essential to the successful execution of NUWCDIVKPT's mission is the ability to obtain contractor-provided business and administrative support services to supplement the technical civilian workforce.

1.1.2 Budget Policy, Direction, and Guidance is not authorized or included under this requirement. Under no circumstances shall the contractor be involved, or have access to, funding and analysis of tasks that directly affect their contract(s) or organization unless specific Organizational Conflict of Interest mitigation plans are in effect. Also, under no circumstances shall the contractor have access to or be responsible for the analysis of financial data and/or program performance of potential industry counterparts unless approved safeguards are in place per Organizational Conflict of Interest considerations.

1.2 Scope

The contractor shall provide business and administrative support services to the following NUWCDIVKPT organizational sectors; Command Staff; Comptroller Department; Corporate Operations Department, which includes the Human Resources Division, Infrastructure Division, Corporate Communications Division, Activity Chief Information Officer (ACIO)/Information Technology (IT) Division; Security Division, Corporate Business Office Division, and Property Management Division; Test and Evaluation Department; Maintenance, Engineering, and Industrial Operations Department; In-Service Engineering Department; and Corporate Resources Planning and Customer Advocacy Department.

1.3 Location

The primary work area is at Naval Undersea Warfare Center Division Keyport, Keyport Washington. Other locations are NUWCDIVKPT Bangor, Washington.

1.4 References

The contractor shall comply with the documents listed in Table C-1 during the performance of work tasked under this Performance Work Statement (PWS).

Table C-1: Reference List

Department of Defense (DoD) Financial Management Regulation 7000.14-R http://comptroller.defense.gov/fmr
Naval Sea Systems Command (NAVSEA) Style Guide 2010
NUWC Division, Keyport Branding Guide
SECNAVINST 5216.5 Department of Navy (DoN) Correspondence Manual

SECNAV M-5210.2 DoN Standard Subject Identification Code (SSIC) Manual
NUWC Division, Keyport Directives System
ANSI/EIA-748-A Standard for Earned Value Management Systems Intent Guide
Enterprise Resource Planning (ERP) Tool applicable desk guides
Privacy Act, Title 5 of the U.S. Code, Section 552a
SECNAV M-5510.30 Personnel Security Program Manual

1.5 Confidentiality

Work on this Task Order may require some performers have access to Privacy Act Information. Such personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. Contractor personnel shall not divulge or release data or information developed or obtained in performance of this contract until made public by the Government, except to authorized Government personnel. The Contractor shall not use, disclose, or reproduce proprietary data other than as required in the performance of this contract.

1.6 Personal Service

This task order is not being used to procure personal services which are prohibited by Federal Acquisition Regulations (FAR) Part 37.104 titled Personal Services Contract. The contractor is specifically prohibited from performing functions which are defined as inherently governmental functions (See FAR 7.503) and require performance by Government employees in order to retain essential control and responsibility.

This order is for "non-personal services" as defined in FAR 37.101. It is, therefore, understood and agreed that the contractor and/or the contractor's employees and subcontractors: (1) shall perform the services specified herein as independent contractors, not as employees of the Government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, or financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any Government employee with respect to the manner or method of performance of the services specified; but (4) shall, pursuant to the Government's right and obligation to inspect, accept, or reject the work, comply with such general direction of the Contracting Officer, or the duly authorized representative of the Contracting Officer, as is necessary to ensure accomplishment of the contract objectives.

The contractor is solely responsible for the control and supervision of contractor personnel. This includes contractor employee leave and timekeeping issues. The contractor is responsible for properly training its employees before they commence work to recognize the scope of their duties. Contractor personnel must be qualified to perform the duties of their assigned labor classifications at the beginning of the task order.

Although the Department of Labor Service Contract Act (SCA) Labor Classification descriptions may include references to supervision or supervisory responsibility, it is an overarching requirement of the contract that only contractor employees shall supervise other contractor employees. In no instance shall a contractor employee supervise a Government employee nor shall any Government employee be a supervisor of a contractor employee. However, on site Government technical personnel may assess contractor work to assure quality performance and accuracy.

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public or Congress that they are Government officials. They must also ensure that all documents or reports produced by contractors

are suitably marked as contractor products or that contractor participation is appropriately disclosed.

2.0 Program Management

2.1 Program Management

The contractor shall develop and submit to the government a Management Plan (CDRL A001). The plan shall establish and maintain a management program during task order, incorporating details of the requirements set forth in this PWS. At a minimum, the management plan must reflect an understanding of all tasks and performance objectives specified in this PWS and describe an approach to satisfy these requirements. At a minimum, the plan shall identify all contractor resources; i.e., equipment, material supplies, and staffing plan detailing how these resources will enable the contractor to meet performance objectives.

The Contractor shall designate a local Program Manager (PM) with an office within 10 miles of NUWC Division, Keyport to be available during the working hours specified in the PWS, Paragraph 7.2, Monday through Friday. The PM shall be the central point of contact with the Government for performance of all work under this contract. The Contractor shall designate an alternate PM or task lead during the PM's absence. The Contractor shall notify the COR verbally, if possible, and by email of unresolved disputes in receiving support from, or providing support to, customers within two hours from the time the dispute occurs.

2.1.1 Subcontractor Management

The contractor is responsible for performance requirements delineated in this PWS, and shall institute appropriate management actions relative to subcontractor performance. Requirements that are contractually specific shall apply to subcontractor performance; however, the contractor shall be accountable for compliance of subcontractors and is responsible for ensuring all deliverable products comply with task order requirements.

2.1.2 Assignment of Responsibility and Authority

The contractor shall identify the organizational elements responsible for conducting the activities delineated in this PWS. Responsibilities shall be assigned and clear lines of authority defined for determining and controlling the resources necessary to satisfy each element of this PWS.

2.1.3 Contractor Employees

The contractor shall provide, and ensure that all subcontractors provide capable personnel necessary to accomplish all contract work and services within the government specified performance parameters and timeframes. The contractor shall provide personnel with qualifications, necessary licenses, certifications, training, experience levels, and security clearances that are required, including all those required by Federal, State, and local laws and regulations. Contractor will provide training opportunities, when necessary, to maintain contractor capabilities/skills to coincide with changing technology environments. Contractors must have the ability to effectively communicate (both orally and in writing) to all applicable parties, as necessary for the task performance. The contractor shall manage all resources and workload independently. The contractor shall resolve any and all personnel conflicts between contractor employees or performance issues. The contractor is responsible for ensuring that all personnel employed for this task order are given a copy of the PWS.

2.2 Digital Data Management

The Government reserves the right to review all data associated with and developed for this task order. The contractor shall be responsible for the digital generation, reception, and electronic delivery of data. All data shall be developed, managed, used, and exchanged electronically to the greatest extent practicable. The contractor shall maintain compatibility with the internet browser, electronic mail (e-mail), and software used by NUWCDIVKPT throughout the life of the task order. NUWCDIVKPT is on the Navy Marine Corps Intranet (NMCI) and runs Microsoft Office products and Adobe Acrobat. Controlled Unclassified Information (CUI), as defined in the DD254, transmitted via email must be encrypted to the current DoD/ DON standard employing public key infrastructure (PKI) credentials.

2.2.1 Electronic Transition from External (Non-Navy) Systems and Networks

Submittals requiring review shall have an electronic comment form attached. Alternatives to electronic deliveries include: CD/DVD

deliveries as may be directed in a TI or elsewhere in this PWS.

2.2.2 Classified Data Transmission

Classified data shall not be transmitted electronically on unclassified networks.

2.3 Delivery

Items submitted electronically shall be in accordance with paragraph 2.2, Digital Data Management, above and the specific Contract Data Requirements List (CDRL). If deliveries to the Government are unreadable or unacceptable, the Government will notify the contractor, and the contractor shall correct any problems and resubmit. The contractor shall only recognize comments received from the Contracting Officer's Representative (COR) or the Contracting Officer. Items not delivered electronically shall be delivered using best commercial practice.

2.4 Electronic Mail

The Government will provide the Contractor with user accounts on the Government's electronic mail system to facilitate Contractor's performance under this PWS. The Contractor shall comply with applicable site instructions regarding the use of electronic mail. E-mail shall be used to facilitate the transfer of unclassified data only. Use of e-mail shall not relieve the Contractor from compliance with other areas of this task order requiring other types of communication. No communication via e-mail can change the scope of this task order. All emails containing For Official Use Only (FOUO) information or FOUO attachments must be digitally signed and encrypted when transmitted within a Navy network or to an approved contractor email address. Transmission of FOUO information or any CUI to personal email accounts (e.g. Yahoo, Hotmail, Gmail, etc.) is strictly prohibited. FOUO sent out of the contractor's facility electronically must be encrypted (DoD FIPS 140-2 standard). FOUO material shall not be released outside the contractor's facility except to representatives of DoD. When no longer needed, destroy FOUO by a method that precludes its disclosure to unauthorized individuals.

2.5 Labor Categories, Education and Experience

2.5.1 Contractor Personnel shall have the qualifications listed in Table C-2 as well as the Technical Skill Level and Level of Autonomy identified in Attachment 1, Estimated Level of Effort and Technical Skill Level. If the contractor repeatedly fails to provide personnel possessing the minimum levels of qualification established in the PWS, the contractor is not meeting a minimum requirement of this task order. The level of support required may change during the performance of the task order.

2.5.2 The contractor shall provide the minimum support throughout the period of performance, and shall not allow any position to go more than two consecutive weeks without being either temporarily filled, or back-filled.

2.5.3 At any time during the performance of the task order, if the contractor fails to provide either the number of employees or the minimum level of the labor category such as "Secretary III", the contractor is not meeting a minimum requirement of this task order.

2.5.4 Contract line items listed on Attachment 1 designated as "Option" are optional work. It is the sole discretion of the Government to exercise such optional items.

2.5.5 Table C-2 describes the SCA and non-SCA labor categories for the support to be provided under the task order. For the non-SCA labor categories, the table describes the required or desired qualifications and experience which are the minimum deemed necessary to successfully perform the tasking to be assigned.

2.5.6 The Bureau of Labor Statistics (BLS) data provided in Table C-2 is for general reference purposes. It reflects the government's best approximation of the BLS-defined Standard Occupational Classification (SOC). The data is from the BLS website: <http://data.bls.gov/>. The geographical type used from the website is "Metropolitan or Non-Metropolitan Area", the area is "Bremerton-Silverdale" except for the discipline of Financial Analyst where the data comes from the "Seattle-Tacoma-Bellevue, WA" rate table. The rates are current as of May **2018** ~~2017~~ (the latest data available)

Table C-2: Labor Categories, Education and Experience

Description
Secretary I
<p>Description: Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Receives specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:</p> <p>Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters;</p> <p>As instructed, answers telephones, manages calendar, and arranges for meeting rooms;</p> <p>Reviews materials prepared for government approval for typographical accuracy and proper format;</p> <p>Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;</p> <p>Requisitions supplies, printing, maintenance, or other services. Is familiar with Microsoft Office products, prepares correspondence adhering to the Navy Correspondence Manual, takes and transcribes dictation, and establishes and maintains office files.</p>
SCA Occupation Code and Title: 01311 – Secretary I
Security Clearance Required: Secret
Description
Secretary II
<p>Description: Encompasses all responsibilities and skill level of a Secretary I and handles differing situations, problems, and deviations in the work of the office according to the government's general instructions, priorities, duties, policies, and program goals. Duties include or are comparable to the following:</p> <p>Screens incoming correspondence and other tasks and responds to requests for information concerning office procedures.</p> <p>Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings;</p> <p>Reviews correspondence for consistency and conformance with the Navy Correspondence Manual; assures that proper clearances have been obtained, when needed;</p> <p>Collects information from the files or staff for routine inquiries on office program(s) or periodic reports. Refers non-routine requests to contractor lead;</p> <p>Explains to Secretary I requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing.</p>

SCA Occupation Code and Title: 01312 – Secretary II

Security Clearance Required: Secret

Description

Secretary III

Description: Encompasses all responsibilities and skill level of a Secretary II and uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

Prepares materials needed by the Government for conferences, correspondence, and meetings;

Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;

Advises Secretary I and IIs on new procedures and requests information needed for periodic or special conferences, reports, inquiries, etc.

SCA Occupation Code and Title: 01313 – Secretary III

Security Clearance Required: Secret

Description

Lead Secretary

Description: Lead Secretaries must manage their own workloads which include all of the job functions for Secretary I, II, and III, as well as provide training, obtain system access, identify job expectations, workload assignment, coaching, and mentoring.

Desired: A minimum of three years of experience as a Secretary III.

SCA Occupation Code: 01313 plus Lead Responsibilities.

Security Clearance Required: Secret

Description

Accounting Clerk III

Description: Uses knowledge of double entry bookkeeping in performing one or more of the following; post actions to journals, identify subsidiary accounts affected and debit and credit entries to be made, assign proper postings to balance and reconcile accounts; review computer printouts against spreadsheets, detect and correct erroneous postings, and preparing documents to adjust accounting classifications and other data, reviews lists of transactions rejected by an automated system, determine reasons for rejections, and prepare necessary correcting transactions. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

SCA Occupation Code and Title: 01013 – Accounting Clerk III

Security Clearance Required: Secret

Description

Warehouse Specialist

Description: Performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment.

SCA Occupation Code and Title: 21400 - Warehouse Specialist

Security Clearance Required: Secret

Description

Department Security Coordinator (DSC)

Description: The DSC monitors and assist with administration of security programs to ensure all security requirements are implemented. The DSC reports noncompliance issues to the appropriate Security Program Manager and Security Officer.

Required: Basic knowledge of DoD and DON security regulations.

Closest BLS SOC: 13-1041, Compliance Officer

Minimum hourly rate is based on the BLS 10th percentile for the Bremerton-Silverdale, WA Area dated May 2018

Security Clearance Required: Secret

Description
Accountant
<p>Description: Accountants and auditors prepare and examine financial records. They ensure that financial records are accurate and in compliance with Generally Accepted Accounting Principles (GAAP). Accountants and auditors assess financial operations and work to help ensure that organizations are in compliance with Financial Improvement and Audit Readiness (FIAR) initiatives.</p> <p>Required: Financial audit experience, a bachelor's degree in accounting or business with an accounting emphasis (24 semester or 36 quarterly hours in accounting), knowledge of Generally Accepted Accounting Principles, knowledge of auditing standards and processes, including documenting and modifying processes and controls, identifying internal control deficiencies through testing and remediation of deficiencies, and evaluating transaction-level evidential matter.</p>
<p>Closest BLS SOC: 13-2011, Accountants and Auditors</p> <p>Minimum hourly rate is based on the BLS Mean wage for the Bremerton-Silverdale, WA Area dated May 2018</p>
Security Clearance Required: Secret
Description
Senior Accountant
<p>Description: The Senior Accountant must manage their own workload, which includes the job functions for an Accountant. The position requires extensive use of Visio for flowcharting processes and is responsible to ensure desk guides exist and are accurate for all accountant positions.</p> <p>Required: Two years of financial audit experience, a bachelor's degree in accounting or business with an accounting emphasis (24 semester or 36 quarterly hours in accounting), expert knowledge of Generally Accepted Accounting Principles, expert knowledge of auditing standards and processes, including documenting and modifying processes and controls, identifying internal control deficiencies through testing and remediation of deficiencies, and evaluating transaction-level evidential matter.</p>
<p>Closest BLS SOC: 13-2011, Accountants and Auditors</p> <p>Minimum hourly rate is based on the BLS 75th percentile for the Bremerton-Silverdale, WA Area dated May 2018</p>
Security Clearance Required: Secret
Description
Financial Analyst

Description: Financial analysts conduct financial and project data gathering analysis using information obtained from approved automated systems and/or applications (such as ERP, Defense Travel System (DTS), Enterprise Data Warehouse (EDW), Planning & Execution Tool (PET), Task Assignment & Acceptance Tool (TAAT)); have knowledge of double entry bookkeeping principals to provide metrics, flow charts, assistance in project reporting, account balancing, review lists of transactions for content and accuracy, trends and anomalies, and perform data entry into approved DoD systems such as ERP, PET, TAAT, and online collaboration tools. Financial analysts will conduct research of historical financial data and be able to forecast quarterly and annual spend. Financial analysts will be able to compare plan to actual expenditures and develop a recommendation for improvement. Financial analysts use Microsoft Office products (Excel, Access, PowerPoint, Visio, Word) to provide analysis, metrics and input to individuals making financial, accounting and/or program/project related decisions.

Desired: Bachelor's Degree in Finance, Accounting or Economics.

Closest BLS SOC: 13-2051, Financial Analysts

Minimum hourly rate is based on the BLS 25th percentile for the Bremerton-Silverdale, WA Area dated May 2018

Security Clearance Required: Secret

Description

Senior Financial Analyst

Description: The Senior Financial Analyst must manage their own workload, which includes the job functions for a Financial Analyst; as well as providing training, job expectations, coaching, and mentoring. A senior financial analyst will be developing financial models through process analysis, conduct organizational studies and evaluations, prepare cost projections based on communication with multiple stakeholders and other documentation, and conduct modeling and simulation to support data analysis and efficiency recommendations. Additionally, the position requires extensive use of Visio for flowcharting processes and is responsible to ensure desk guides exist and are accurate for all financial and management analyst positions.

Desired: Bachelor's Degree in Finance, Accounting or Economics.

Closest BLS SOC: 13-2051, Financial Analysts

Minimum hourly rate is based on the BLS 75th percentile wage for the Bremerton-Silverdale, WA Area dated May 2018

Security Clearance Required: Secret

Description

Management Analyst

Description: The Management Analyst possess the skills identified in the financial analyst definition. The Management Analyst will conduct analytical work on a wide range of subjects of importance such as

project/program effectiveness, policy development, project management, information systems, law and regulatory compliance, and may be asked to support special ad-hoc projects for senior managers. The Management Analyst will conduct organizational, budgetary and efficiency studies and evaluations related to cost, schedule and performance. The Management Analyst will prepare customer (sponsor) statement of work proposals, metrics, budget exhibits and other program related data drills. The Management Analyst may conduct work simplifications and measurement studies, and update or prepare operations and procedures manuals to assist management and project managers in operating more efficiently and effectively or to reduce cost. This position is expected to have a high level of knowledge in project management and must be able to support senior leadership by collecting, assembling and communicating project plans, as well as project execution with little to no government involvement. This information will then form the basis for Keyport and external senior leadership decisions on how to proceed with projects and programs. This position uses Microsoft Office products (Excel, Access, PowerPoint, Visio, Project, and Word) to provide analysis, metrics and input to individual making financial, accounting and/or program/project related decisions.

Desired: Bachelor's Degree in Business, Finance, Accounting or Economics and a certificate in Project Management or Lean Principles.

Closest BLS SOC: 13-1111, Management Analysts

Minimum hourly rate is based on the BLS Median wage for the Bremerton-Silverdale, WA Area dated May 2018

Security Clearance Required: Secret

Description

Program Manager – Key Personnel

Description: Manages task order to ensure that performance work statement is carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing work, directs and coordinates tasks, and exercises control over personnel responsible for execution of the performance work statement. Selects personnel according to knowledge and experience. Communicates with employees to explain task order responsibilities and oversees performance. Directs and coordinates. Reviews reports and records of activities to ensure progress is being accomplished toward specified objectives and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports. Controls expenditures in accordance with budget allocations.

Desired: Five years of experience as a PM or 10+ years of directly related training and/or experience. BS/BA degree.

Closest BLS SOC: 11-3011, Administrative Services Manager

Minimum hourly rate is based on the BLS Median wage for the Bremerton-Silverdale, WA Area dated May 2018

Security Clearance Required: Secret

2.6 Technical Skill Level

This section of the PWS describes specific technical skill levels required for certain computer programs. Each computer program consists of five to six skill levels, one being the lowest, and five or six being the highest. Each step up in the skill level requires that the individual can perform both the skill level required as well as those skill levels in the lower ratings. For example, if a Secretary III is required to be a level four (4) with Word, this individual would also be required to perform all of the examples listed in levels one (1)

through three (3).

Attachment 1 identifies the level of effort, technical skill levels, and level of autonomy required.

Excel

- 1) Data Entry, familiarity with basic navigation tools.
- 2) Conditional Formatting, Charts & Graph creation, simple formulas.
- 3) Pivot Tables.
- 4) Regression Analysis, complex Equations and Formulas.
- 5) Complex manipulation of data, macros, Visual Basic.

Access

- 1) Data Entry, familiarity with basic navigation tools.
- 2) Simple database manipulation, report generation.
- 3) Database Design, combinational use of multiple data tables and information sources to produce information & reports.
- 4) Process modeling and simulation through data systems design, user interface design.
- 5) Complex manipulation of data, macros, Visual Basic.

Word

- 1) Text entry and formatting, familiarity with basic navigation tools.
- 2) Use of formatting to create or modify documents.
- 3) Page layout involving use of Styles and manipulation of templates and other formatting.
- 4) Mail Merge, complex page layout involving insertion of objects, pictures, and other embedded content.
- 5) Complex manipulation of data, macros, and Visual Basic.

PowerPoint

- 1) Creation of simple text-based content, familiarity with basic navigation tools.
- 2) Creation of content using templates & styles, insertion of photos and clip art.
- 3) Creation of content involving photos and clip art, including ability to scale and manipulate graphical content.
- 4) Complex presentation development, including embedded content and video, slide transitions.
- 5) Complex manipulation of data, macros, Visual Basic.

Visio

- 1) Ability to create process flows, diagrams, and org. charts.
- 2) Ability to format and manipulate Visio diagrams.
- 3) Ability to create swim lanes.
- 4) Ability to link data to Visio objects.
- 5) Complex manipulation of data, macros, Visual Basic.

Online Collaboration Tools

- 1) Ability to post to and download from online collaboration tools.
- 2) Ability to enter data into lists, blogs, and team discussions.
- 3) Ability to create and modify views of lists and document libraries.
- 4) Ability to set security on online collaboration tools objects.
- 5) Ability to design data entry forms and tools within online collaboration tools.
- 6) Ability to design workflows to control process flows.

2.7 Level of Autonomy

- 1) Works as part of a team. Products receive review by peers or by Government oversight. Processes are prescribed.
- 2) Works independently. Products receive minimal review by peers or by Government oversight. Processes are prescribed.

3) Works independently. Products receive minimal review by peers or by Government oversight. Processes require independent judgment and innovation.

2.8 Standards of Conduct

The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary. Each employee is expected to adhere to standards of behavior that reflect credit on himself/herself, his/her employer, and the Federal Government.

2.9 Employee Removal

The Government may require transfer/removal from this Task Order any employee who is identified as a potential threat to the health, safety, security, general well-being or operational mission of the facility or its population.

Task Order Performance Requirements

Contractors are required to utilize Government format when provided. Where no Government format is provided, contractor format is acceptable. Government format is only listed occasionally in this PWS; however, each organizational sector has Government formats that may be required regardless of whether they are listed in this PWS.

When part of a formal Government process or procedure, contractors shall enter time worked in Government project tracking systems such as the Shop Workload Management System (SWMS) and ERP for the purposes of data collection required for workload planning, project estimating, and Government cost center calculations.

Contractors working in ERP will need to sign a non-disclosure agreement and those working in DTS will need to sign a memorandum acknowledging responsibilities and authorized duties within the system. The format for each of the documents will be provided by the COR.

3.0 Administrative Services

General administrative support is required daily, though each of the specific subtasks listed below may not occur daily, or be supported in every organizational sector. Unless specific schedules for deliverables are provided, assume performance may be required daily.

3.1 General Documentation

3.1.1 Information may be provided or may require access methods including (but not limited to) data retrieval, data mining, and extraction from archival systems; the type of data may include financial, personnel, facilities, IT, programmatic, or project information.

3.1.1.1 Prepare correspondence (letters, memos, naval messages, etc.), in accordance with the Secretary of the Navy (SECNAV) Correspondence Manual (SECNAV M-5216.5) and the SSIC Manual (SECNAV M-5210.2) and manage in accordance with records management policy.

3.1.1.2 Prepare technical documentation from Government-provided information, which may include directives, instructions, position papers, reports, forms, tables, graphs, catalogs, manuals, metrics, and Emergency Action Plans (EAPs), etc.

3.1.1.3 Prepare presentations and meeting support documents, which may include PowerPoint presentations, viewgraphs, spreadsheets, flow charts, handouts, agendas, charts, and meeting notes.

3.1.1.4 Perform data entry.

3.1.1.5 Contractor is responsible to complete the following for all required documentation:

- Route for signatures, track through signature routing, and make distribution.
- Proofread all correspondence to ensure proper format is utilized
- Ensure typographical and grammatical accuracy

- Ensure conformance with procedural instructions
- Ensure that all necessary background material is attached to the file
- Copy, scan, reduce, fax, bind, route, file, distribute, archive, shred, and dispose of documents, if applicable.

3.1.2 Estimated quantities:

3.1.2.1 Correspondence: Approximately 100 per month

3.1.2.2 Technical Documentation: Approximately 300 per month

3.1.2.3 Presentations and meeting support: Approximately 150 per month

3.1.3 Specific schedules for completion will be provided with each requirement.

3.2 General Office Administration

3.2.1 The contractor shall perform the following requirements.

3.2.1.1 Contractor shall complete the following to support obtaining telephone, facilities, and IT Help Desk support:

3.2.1.1.1 Notify the ACIO/IT Division Help Desk for phone and or IT service problems and addition or deletion of service.

3.2.1.1.2 Update the Personnel Directory System (PDS) with Department additions and deletions.

3.2.1.1.3 Update Departmental group email addresses as additions or deletions occur.

3.2.1.1.4 Report government identified facility problems within his/her work area to the Infrastructure Division Help Desk via phone or email.

3.2.1.2 Using Visio, and when provided Department information, maintain Web Pages and/or online collaboration tools, including updates and deletions to electronic libraries, changes to publications, and revisions to on-line catalogs and manuals.

3.2.1.3 Perform data compilation, data entry (into business applications), data base queries, reviews, updates and maintenance.

3.2.1.4 Maintain inventory of most commonly used office supply items; utilize approved processes for replacement supplies.

3.2.1.5 Receive, sort, and distribute office supplies.

3.2.1.6 Receive, sort, and distribute incoming/outgoing mail/correspondence.

3.2.1.7 Post current official and unofficial Bulletin Board information received from government personnel.

3.2.1.8 For common office printers, copiers, and fax machines, replace toner cartridges and/or call for service as required.

3.2.2 Estimated quantities: No defined estimated quantities.

3.2.3 The following are the required schedules:

3.2.3.1 Telephone, facilities, and IT Help Desk, within 1 hour of requirement.

3.2.3.2 Web Page and online collaboration tool support, as required.

3.2.3.3 Database Support, as support is required.

3.2.3.4 Office Supplies Support, as support is required.

3.2.3.5 Incoming/Outgoing Mail/Correspondence Support, as frequently as mail is received.

3.2.3.6 Official Bulletin Boards, within 1 work day of receipt.

3.2.3.7 Common Office Printers and Copier Areas, as support is required.

3.3 Training Support

3.3.1 Prepare and input approved training request (ATR), into ERP, route through ERP workflow and track through award, update, file, and route signed NUWC DIVKPT 12000_05 training request and approval form to the Human Resources Division for processing.

3.3.2 Estimated quantity: Approximately 100 training requests per year.

3.3.3 Training requests shall be completed within 2 work days of receipt of training requirements.

3.4 Timekeeping Support

3.4.1 Based on information provided via work schedules and/or emails, input work hours into the ERP system for Government review and certification; run and electronically distribute or print timekeeping reports (missing time, uncertified labor), document and research timekeeping discrepancies from ERP, and report findings to the applicable Department Business Office (B-Code) and applicable Government supervisor of Government employee(s) in question.

3.4.2 Estimated quantity: Approximately 48 per week.

3.4.3 Normal input into the ERP system must be accomplished by noon on Fridays to allow managers time to complete time approval certification in ERP. This schedule may vary due to holiday schedules or system outages and will be identified as they occur by the payroll office or Navy ERP Business Office (NEBO).

3.5 Travel Order Support

3.5.1 The contractor shall perform the following requirements.

3.5.1.1 From travel information provided by the Government, utilize the Defense Travel System (DTS) to book travel, enter Travel Authorization (TA) request with estimated travel cost, sign TA electronically for traveler, and forward to Government official for approval.

3.5.1.2 Prepare travel authorization amendments; research and monitor status of travel authorizations and approval history. Upon request, provide Government a copy of travel authorization and itinerary once travel authorization has been ticketed.

3.5.1.3 Create travel voucher and/or local voucher in DTS and employee reimbursement online claim form (in lieu of SF 1164) as applicable. Ensure estimated DTS costs are changed to reflect actual cost that occurred based on input from Government and all receipts. Attach all applicable receipts and documentation into DTS as substantiating records or online Employee Reimbursement form.

3.5.1.4 Run DTS reports for travelers, Business Office Staff, data calls, and tracking travel order and/or voucher status.

3.5.2 Estimated quantity: Approximately 250 per month.

3.5.3 Travel authorizations, vouchers, local vouchers and employee reimbursement forms are required to be completed within 1 working day of receipt.

3.6 Property Management Support

3.6.1 Provide general support to the Department and/or Station Property Officer (DPO/SPO).

3.6.1.1 Develop, prepare for signature, log, and distribute manual costs of DD1348-1A (excess), DD1149 (transfer), and DD200 (Lost/Missing/Stolen) accountable assets if not producible in ERP.

3.6.1.2 Provide Inventory support, which includes barcode scanning, reporting, asset and data verification/reconciliation, and documentation support.

3.6.1.3 Creation of material movement (MMD) request, as support is required.

3.6.1.4 Prepare Property Passes for Government signature.

3.6.2 Estimated quantities:

- Asset management documentation prepared: Approximately 120 per year.
- Inventory and documentation support: Approximately 1 time per year/may require intermittent support every six (6) months.
- Property Pass preparation; approximately 20 per month.

3.6.3 General support shall be completed within 3 work days of receipt of information from the DPO/SPO. Inventory support shall be in accordance with scheduled inventory events, which will be provided.

3.7 Key Custodian Support

3.7.1 The contractor shall perform the following requirements.

3.7.1.1 In support of the Government Key Custodian, maintain key inventories for controlled and uncontrolled keys and spaces.

3.7.1.2 Issue keys according to Department and Command policy, and ensure all key control documentation is accurate, complete and kept up to date.

3.7.1.3 Documentation includes but is not limited to inventories, check in/checkout logs, lost key reports, and long-term key issue memos.

3.7.1.4 Contractor personnel may be designated as a key Sub-custodian.

3.7.2 Estimated quantity: The estimate for this varies greatly by Department and month.

3.7.3 Contractors shall maintain/update key control documentation as frequently as changes occur and issue keys same day as requested.

3.8 Meeting and/or Visitor Support

3.8.1 The contractor shall perform the following requirements.

3.8.1.1 Schedule meetings, schedule conference rooms, arrange for appropriate telecommunications and audiovisual equipment to be in place; coordinate visit requests, parking, and welcome signs for visitors; coordinate Station tours and transportation.

3.8.1.2 Prepare agendas for meetings, contact meeting attendees, prepare correspondence and minutes, and distribute to applicable recipients. Assemble materials to be handed out at meetings. Assemble and distribute Keyport visitor packets.

3.8.1.3 Attend meetings, as required, and provide administrative support during meetings; maintain tickler file for action items.

3.8.1.4 Receive calls from visitors who are at locked entry doors. Request information from visitors to include reason for visit and

government POC. Contact government POC to confirm. Act as a qualified escort to escort visitor from locked door to Government POC. Act as a qualified escort for vending and janitorial contractors who require an escort. This will include meeting the contractor at the locked door and staying with the visitor during the length of their visit. A qualified escort is someone who is authorized unescorted access and is familiar with what classified information must be protected in the given space.

3.8.1.5 Respond to requests for general, non-technical information (i.e., directions). Based on general knowledge of the organizational structure, refer visitors to appropriate Government personnel.

3.8.1.6 Ensure all conference rooms in the general access areas of buildings are opened each business day morning by 0700 and locked at the end of each business day.

3.8.2 Estimated quantity: Approximately 100 meetings per year.

3.8.3 Meeting calendar support shall be provided as needed.

3.9 Hiring, Separation and Recruitment Support

3.9.1 Contractor shall apply for an account in the current electronic civilian personnel data system in order to perform the following functions: Note: not all organizational entities/codes require this support.

3.9.1.1 Create a Request for Personnel Action (RPA) SF-52 Nature of Action (NOA) and route to applicable hiring official/manager for approval (3.15.1.1 only requires a DCPDS account).

3.9.1.2 Create and enter all applicable data required for the DoN Recruit/Fill Request Form when applicable (not all RPA actions require the DoN Recruit/Fill Request).

3.9.1.3 Route and track packet through the approval process.

3.9.1.4 Maintain electronic copies of all RPA actions including supporting documentation.

3.9.1.5 Maintain and track all actions on an approved spreadsheet or database to meet department metric reporting and tracking requirements.

3.9.1.6 Create panel packets for the hiring manager and team to include (but may not be inclusive): cover sheet, copy of the recruitment certificate, merit promotion selection policy, rating sheet resumes and questionnaire and other supporting documentation like applicant transcript or DD214. Additional required information for the rating chair: EEO guidance, diversity guidance and chair rating summary sheet.

3.9.1.7 Panel packets are to be collected once the panel has disbanded and the information is to be turned over to the business office for retention.

3.9.1.8 RPA's and panel packets contain Personally Identifiable Information (PII) and must be maintained in a locked storage container at the end of each business day.

3.9.2 Estimated quantity: Assume 50 RPA's and 10 panel packets per month.

3.9.3 Specific schedules for completion will be provided by each organizational sector.

3.10 Medical Certification Support

3.10.1 For Departments where government employees require medical certifications, receive notification from the Regional Dispensary at Bangor with name of the affected employee. Forward notification to the affected employee, his/her supervisor, and the Department Business Office Manager. Maintain a database of names and notification date, and date of completed physical, which will be provided by the Regional Dispensary.

3.10.2 Estimated quantity: Approximately 100/year

3.10.3 Within 1 working day following notification from Regional Dispensary.

3.11 Scanning Support

3.11.1 Scan key supporting documentation and attach in system of record. Responsible for screen audit of documents to ensure compliance with Navy policy. Assemble documentation packages for file maintenance.

3.11.2 Estimated quantity: Assume 6,500 documents per month.

3.11.3 Specific schedules for completion will be provided by the organizational sector.

3.12 Purchase Requisition (PR) Creator Support

3.12.1 Contractor support needed to research items in DoD FedMall and other mandatory sources, and generate MILSTRIP, P-Card and Outgoing Funding Document (OFD) Purchase Requests (PRs) as required using the ERP system. Ensure that all required supporting documentation is included in the procurement package. Database will be maintained to track PR status and follow-up actions will be performed such as tracking delivery dates, price or quantity changes, and cancellation of requisitions. As required, gather documentation and send a request to the NAVSEA ERP Business Office to create unique material master numbers and plant extension of new records.

3.12.2 Estimated quantity: Assume 350 PRs per month.

3.12.3 Specific schedules for completion will be provided by the organizational sector.

4.0 Organization Sector Specific Administrative Services

The following services are considered administrative in nature but are specific to certain organizational sectors as described below.

4.1 Infrastructure Division– Facilities Help Desk Support

4.1.1 Contractor is point of contact for all incoming facilities trouble/maintenance requests. Log and track requests for and completion of service; maintain metrics on service requests; track discretionary services usage and prepare reports.

4.1.2 Estimated quantity: Approximately 200 requests and 4 reports per month.

4.1.3 Schedule provided by the Infrastructure Division.

4.2 Infrastructure Division – Transportation Support

4.2.1 The contractor shall perform the following requirements using information provided and a spreadsheet format.

4.2.1.1 Track and update mileage for the General Services Administration (GSA) vehicles (GSA Fleet Mileage Express).

4.2.1.2 Compile and maintain ferry ticket charge lists.

4.2.2 Estimated Quantity: Approximately 90 GSA vehicle records and 50 ferry tickets per month.

4.2.3 Maintain/update transportation data weekly.

4.3 Corporate Business Office Division

4.3.1 The contractor shall perform the following requirements.

4.3.1.1 Prepare and assist in the preparation of presentations, briefs, and documents and review such documents and correct formatting, grammar, and spelling.

4.3.1.2 Assist and prepare reports and metrics, to include pulling data from various sources and compiling information as required.

4.3.1.3 Provide meeting/training support to include taking notes, printing information, running presentations, etc.

4.3.1.4 Prepare (i.e. scanning, compiling documents, etc.) and post information in online collaboration tools.

4.3.2 Estimated quantities 4.3.2.1 Presentations, briefs, and documents: approximately eight (8) per month.

4.3.2.2 Reports and briefs: approximately four (4) per month.

4.3.2.3 Meeting/training support: approximately two (2) per month.

4.3.2.4 Prepare and post information: approximately 24 per quarter.

4.3.3 The schedules will be provided by the applicable customer.

4.4 Corporate Business Office Division – NUWCDIVKPT Directive System Support

4.4.1 Support the maintenance of forms and directives through the Keyport Directive System Work Site/Corporate Operations Department Process Owner Review Library.

4.4.1.1 Post Forms and Directives in Final Version

4.4.1.1.1 Check the Approved for Posting Folder to identify documents that require posting.

4.4.1.1.2 Review and correct document formatting and spelling to ensure compliance with the requirements of the Directive Checklists and Templates.

4.4.1.1.3 Ensure the document meta-data and links are correct.

4.4.1.1.4 Archive previous document editions in the Archives Library.

4.4.1.1.5 Add revision information to the document name.

4.4.1.1.6 Add the watermark background stating that the document is for “Historical Reference Only.”

4.4.1.1.7 Place new, properly formatted revisions in the Final Directive or Form Library and ensure the meta-data and links are operable.

4.4.1.1.8 Notify the Directive Posting Requestor by email with copy to Directives email group, that directives and forms have been posted.

4.4.1.2 Post Directives for Review

4.4.1.2.1 Review the online collaboration tools for documents ready to be placed in 5-Day Review.

4.4.1.2.2 Add “5-Day Review” or other required time period to new directive header per the revision information in the document.

4.4.1.2.3 Enter meta-data providing 5 (or other required time period) full working days, not including Fridays or Holidays, for review.

4.4.1.2.4 Notify, via email, the KYPT_WA_Directives review Team, requestor, and all employees specified in each requesting email that documents have been placed in 5-Day Review.

4.4.2 Estimated quantity: 20-35 directives and/or forms to require posting in final or review format per month.

4.4.3 All actions shall be completed within 2 working days from placement in Approved for Posting Folder or Review Folder

4.5 Corporate Business Office Division – Quality Management Representative (QMR) Support

4.5.1 Update and maintain the QMR report for monthly briefings to the Corporate Operations Department and Division Heads

4.5.1.1 Pull weekly Corrective and Preventative Actions (CAPA) report for the Corporate Operations Department to identify all newly opened, outstanding, and past dues CAPAs.

4.5.1.2 Insert responsible code QMR data into the monthly report.

4.5.1.3 Provide the completed QMR report to division heads and department head 5 days prior to the scheduled QMR.

4.5.2 Estimated quantity: All tasks shall be completed once per month.

4.5.3 The schedules will be provided by the applicable customer.

4.6 Corporate Business Office Division - Continuous Process Improvement (CPI) Support

4.6.1 The contractor shall perform the following requirements.

4.6.1.1 Support for the Quarterly Brief to senior leadership.

4.6.1.1.1 Update monthly Command CPI Events.

4.6.1.1.2 Prepare briefs to include collecting latest event status, updating event management files, and creating PowerPoint presentation.

4.6.1.2 Quarterly Event Financial Benefits Metrics.

4.6.1.2.1 Prepare briefs to include collecting latest event status, updating Excel management files, and populating the PowerPoint presentation.

4.6.1.2.2 Manage a list of overdue financial benefits documentation; for Command briefings.

4.6.1.3 CPI Event Support.

4.6.1.3.1 During event pre-work, populate standard templates and create event specific files: pre and post files and folders.

4.6.1.3.2 During event executions, create/update Excel spreadsheets, create electronic flow diagrams, and prepare team certificates.

4.6.1.3.3 During post event, update and post files to online collaboration tools, distribute updated information to team members, and build the PowerPoint brief with provided content.

4.6.1.4 CPI Training Support.

4.6.1.4.1 For training pre-work, prepare email notifications, coordinate instructors for modules, prepare printing request for training materials, and prepare training certificates for each student.

4.6.1.4.2 During training, provide additional copies of materials as required of additional participants. After training, update training PowerPoint curriculum based on outcomes.

4.6.2 Estimated quantity: All tasks shall be completed once per quarter.

4.6.3 The schedules will be provided by the applicable customer.

4.7 Corporate Business Office Division - Manager Internal Control (MIC) Program Manager Support

4.7.1 The contractor shall perform the following requirements.

4.7.1.1 MIC presentation assistance and internal storage of documentation.

4.7.1.1.1 Incorporate MIC Coordinator comments and update the quarterly senior leadership MIC Brief (PowerPoint).

4.7.1.1.2 Upload MIC deliverables/reports/data to the online collaboration tools for the development of MIC Program metrics.

4.7.1.1.3 Update MIC Assessable Unit (AU) Deliverables Tracker (Excel).

4.7.1.2 Internal and external MIC audits.

4.7.1.2.1 Compile AU deliverable data (risk assessments, control tables, training records, etc.).

4.7.1.2.2 Format internal and external audit reports for forwarding and signature to the Corporate Operations Department Head and/or Command.

4.7.2 Estimated quantity: All tasks shall be completed once per quarter.

4.7.3 The schedules will be provided by the applicable customer.

4.8 Corporate Business Office Division - Command Quality Management Support

4.8.1 The contractor shall perform the following requirements.

4.8.1.1 Develop and maintain Command internal audit schedule and input audit results into report and PowerPoint presentations.

4.8.1.1.1 Maintain the scheduling spreadsheet to ensure schedule covers all operational areas at Keyport, missed or rescheduled audits are properly documented and updated, completed audits are properly recorded.

4.8.1.1.2 Collect audit team input (finding forms, statements, etc.) and develop the audit report. Quality Manager will provide master report format; this is to simply translate the information into the formal report.

4.8.1.1.3 Format the pre/post audit PowerPoint presentations. These presentations will be used to compare/contrast present performance to previous performance and show readiness status.

4.8.1.2 Collect data and develop the quarterly senior leadership brief regarding external audits and inspections.

4.8.1.2.1 Maintain the calendar of external audits and inspections (MS Excel).

4.8.1.2.2 Communicate with program managers to have their input slides updated (Program managers provide the updates, Admin Assistant will only collect and organize into the cohesive brief).

4.8.1.3 Critique and process improvement events.

4.8.1.3.1 Develop the electronic version of the event output (MS Excel Cause Map).

4.8.1.4 Format the periodic Quality Management System Health Assessment.

4.8.1.4.1 Collect data from various databases (SWMS, CAPA, and Product Data Reporting and Evaluation Program (PDREP)).

4.8.1.4.2 Format and maintain metrics (statistical analysis models, MS Excel control charts, Pareto Charts, various graphs).

4.8.2 Estimated quantity: All tasks shall be completed once per quarter.

4.8.3 The schedules will be provided by the applicable customer.

4.9 Human Resources Division – Staffing, Classification, Recruiting and Student Outreach

4.9.1 The contractor shall call potential employees to gather various PII data including, but not limited to, date of birth, SSN, place of birth, address, and credit card information. This information is used to create travel orders and profiles to ensure reimbursement and employment.

4.9.2 Estimated quantity: Approximately three (3) per month.

4.9.3 Schedule: Obtain data within one (1) business day of tasking.

4.10 Human Resources Division – Training Support

4.10.1 The contractor shall perform the following requirements.

4.10.1.1 Coordinate Corporate and Department-level training classes and schedules, maintain and update the Workforce Development System (WDS) database for course enrollments and completed training; distribute training reports.

4.10.1.2 Provide a focal point for questions regarding the WDS database; route programming problems to the ACIO/IT Division Help Desk.

4.10.1.3 Manage continuing training support for ERP to all Users

4.10.2 The following are the estimated quantities:

4.10.2.1 Corporate training support; approximately 50 per year.

4.10.2.2 WDS Support, approximately 50 questions per year.

4.10.2.3 Support Supervisory Role Mapping and general User training for ERP, approximately 25 per year.

4.10.3 The following are the schedules:

4.10.3.1 Corporate Training and WDS database support shall be in accordance with the Human Resources Division training plan or schedule.

4.10.3.2 Training requests shall be completed with 2 work days of receipt of training requirements.

4.10.3.3 ERP Training will be conducted as required for supervisors and employees.

4.11 Human Resource Division – Bravo Zulu Award Center

4.11.1 Contractor is required to run the Bravo Zulu Award Center for one hour one day per month. This includes accepting the award paperwork, showing the Government employees the items they have to choose from, and processing the redeemed award.

4.11.2 Workload estimate: One hour per month.

4.11.3 Specific schedule for completion will be provided by project lead.

4.12 Corporate Operations Department – OneCall Support

4.12.1 The contractor shall perform the following requirements.

4.12.1.1 Contractor is point of contact for all incoming OneCall requests. Log and track requests for, and completion of, support; maintain metrics on support request.

4.12.1.2 Using online collaboration tools, maintain Corporate Operations pages, including updates and deletions to electronic libraries, changes to publications, and revision to online catalogs and manuals.

4.12.1.3 Perform data compilation, data entry (into business applications), data base queries, reviews, updates, and maintenance.

4.12.2 Workload estimate: 2,000 calls per month.

4.12.3 The schedule will be provided by the Department.

4.13 Public Affairs & Congressional Affairs Division

4.13.1 The contractor shall perform the following requirements.

4.13.1.1 Manage the photo library by posting new photos, filing them appropriately, ensuring correct distribution designation, and responding to requests and inquiries from workforce for photos.

4.13.1.1.2 Estimated quantity is 100 photos/month.

4.13.1.1.3 Photos are to be filed appropriately no later than 48 hours of receipt, understanding that some photos will have a higher priority and need to be filed sooner as directed by the Public Affairs Officer (PAO).

4.13.1.2.1 Support the Public Affairs Officer formal review of documents submitted through the public release review process. This includes doing a copy/edit review and working with the submitter for corrections; ensuring the review process has been followed per the Directive; preparing communications for the PAO in anticipation of approval; naming and filing documents as identified by the PAO.

4.13.1.2.2 Estimated quantity is 30-50/year, and they can come in surges.

4.13.1.2.3 A review and response to submitter due no later than 24 hours of receipt. Some reviews will require a shorter turn-around, as identified by the PAO.

4.13.1.3.1 Update regular reports for the department e.g., monthly Tech Report for Corporate Operations Report, and support data requests.

4.13.1.3.2 Estimate 2-4 data calls/month.

4.13.1.3.3 Response timeline is based on the requirement of the individual data call and is typically short.

4.13.1.4.1 Research and respond to phone and email inquiries. These requests occur daily and will be prioritized by the PAO.

4.13.1.4.2 Anticipate 1-2 requests/day on average.

4.13.1.4.3 Initial response to query is to be made no later than four hours after receipt, with actual data response to be provided by due date of the request. Actual data response to be reviewed by PAO prior to submitting.

4.14 Security Division

4.14.1 The contractor shall perform the following requirements.

4.14.1.1 Ensure government personnel are briefed on security responsibilities on an ongoing basis.

4.14.1.2 Know locations of security classification guides and ensure security references applicable to the departments operations are available to all department personnel.

4.14.1.3 On a quarterly basis, track and report the location of security containers, classified use copiers, and classified use shredders/disintegrators within the department to the Security Officer. There are a total of 380 across all departments.

4.14.1.4 Ensure that required security placards affixed to classified use copies and classified use shredders/disintegrators remain in place and are not removed without Security Office knowledge/concurrence.

4.14.1.5 Through periodic spot checks, ensure combination changes and Security Contain Check Sheets (SF702) are current and that the Activity Security Checklist (SF701) is utilized and completed daily in all work centers.

4.14.1.6 Ensure classified material handling procedures are in compliance with NUWC Division, Keyport Directive 5510.1, Information Security Program, and implementing directives.

4.14.1.7 Conduct inspection of departmental information, equipment, and personnel security program requirements. Submit inspection results to the Security Officer upon request or audit. This shall be performed 6-8 times per quarter.

4.14.1.8 Gather and enter security findings and deficiencies into appropriate tracking databases, as necessary.

4.14.1.9 Maintain and provide the Security Officer a current list of division building point(s) of contact on a quarterly basis. Include building, name, code, and work telephone.

4.14.1.10 Assist with departmental access control data base administration and visitor control functions. Approximately 100 per month.

4.14.1.11 Assist with emergency destruction or transfer of classified information, as required.

4.14.2 Estimated quantities vary.

4.14.3 Frequency not described above will be provided by the Security Program Managers and Security Officer.

4.15 Comptroller Department

4.15.1 The contractor shall perform the following requirements.

4.15.1.1 Support the maintenance of forms, desk guides and directives through publication.

4.15.1.2 Attend meetings regarding forms, desk guides, and directives and update VISIO drawings and Word documents.

4.15.1.3 Post upcoming directives, forms or desk guides for review by comptroller personnel in the "in process" folder.

4.15.1.4 Add revision information to the document name.

4.15.1.5 Archive previous document editions in the Archives Library.

4.15.1.6 Review and correct document formatting and spelling to ensure compliance with government provided Checklists and Templates.

4.15.1.7 Place new, properly formatted revisions in the Final Directive or Form Library and ensure the meta-data and links are operable.

4.15. 1. 8 Contractor shall post forms, desk guides and directives in final version and notify the requestor/coordinator by email that forms, desk guide or directive has been posted.

4.15.2 Workload Estimate: 20-35 forms, desk guides, or directives per year.

4.15.3 The schedule will be provided by the Department.

5.0 Financial and Management Analyst Support Services

General financial and management analyst support is required daily, though each of the specific subtasks listed below may not occur daily, or be supported in every organizational sector. Unless specific schedules for deliverables are provided, assume performance may be required daily.

5.1 Customer/Sponsor Budget Preparation

5.1.1 The contractor shall perform the following requirements.

5.1.1.1 Contractor shall support the Government in budget development. Budgets are developed utilizing Program Sponsors Work Breakdown Structures (WBS) and further defined into individual, executable work packages.

5.1.1.2 Budgetary development support includes document generation and revision tracking, historical data maintenance, impact statement development and tracking, and review of work packages to identify and report anomalies to Government Analysts.

5.1.1.3 Maintain budget documentation in electronic files for Government request of ad hoc queries.

5.1.1.4 Update budget data throughout fiscal year - maintaining original as baseline, scope, funding, and modifications.

5.1.1.5 Support Business Office in Task Assignment document generation to include input into required systems including, but not limited to ERP, TAAT, PET, and NEPS. Task Assignments define project scope, work year allocations, project milestones, and funding allocations. Documents are provided to the government program analyst for review and further action.

5.1.2 Estimated quantities:

- Budget – supports each identified organizational sector’s annual budget review. Expect budget package preparation process to last at least one month a year with approximately ten, individual, updates throughout remainder of the fiscal year.

- Task Assignment – approximately ten documents each month per identified organizational sector.

5.1.3 Specific schedules for completion will be provided by each Program customer via the customer advocate or program analyst.

5.2 Project Quoting

5.2.1 Utilizing Request for Quote (RFQ) notification from Government personnel, Contractor shall coordinate data gathering and quote package generation that will be provided as a draft for review and further action. Quote packages may contain various documents (integrated schedules, project plans, engineering drawings, e-mails, etc.) consisting of text, tabular, financial, schematic, and graphical data.

Contractor, in some cases, shall research and analyze various DoD, Department of Navy, Warfare Center, NUWCDIVKPT Production and Asset Management Databases; including One Touch at NAVSUP WSS and Haystack to identify part, National Item Identification Number (NIIN), quarterly demand, backorder, unit cost, repair turn-around time, and other pertinent logistics data.

5.2.1.1 Analyze research data and report logistics forecasting and demand information.

5.2.1.2 Develop and maintain spreadsheet to track quote status from RFQ received date to quote or project completion. Identify RFQ development status, action item assignments, milestone dates, schedules, financial data, and full quote package status. Status spreadsheet is updated daily.

5.2.1.3 Analyze quote package data, identify anomalies and potential areas of concern, work with Government personnel to develop and recommend problem resolutions.

5.2.1.4 Upon NUWCDIVKPT acceptance of funding relating to quote packages, Contractor will review funding documents to update quotes and project fields to include Project or Work Order Number, Sales Order/Document Number, Acceptance date, Contingency date, Work Completion Date, Funds Expiration Date and all pertinent financial data for funded project.

5.2.1.5 As quoted workload is being executed, Contractor will research Shop Workload Management System (SWMS) to track project deliveries via Government Shop Orders. Status of deliveries will be reported to project team as needed.

5.2.1.6 When project deliveries are complete Contractor will maintain hardcopy and electronic data for each project quote and note completion of project on quoting status spreadsheets.

5.2.2 Estimated quantity: Approximately 60 packages per person on a monthly basis per identified organizational sector requiring support.

5.2.3 Specific schedules for completion will be provided by each organizational sector.

5.3 Program/Project Planning Documentation

5.3.1 Contractor shall support the Government in research, analysis, development and maintenance of various technically complex program/project planning/execution documents in efforts to successfully meet cost, schedule, and performance objectives. Planning documentation may be reported at program, project, work package, or corporate NUWCDIVKPT levels and can be text, tabular, and graphical data within multiple systems.

Planning documentation requirements vary within each organizational sector. Contractor shall work with government personnel to identify specific requirements and appropriate reporting mechanisms. Examples of current planning documentation requirements include the list in Table C-3.

Table C-3: Planning Documentation

Program/Project integrated Plan of Action and Milestones (POA&M)
Integrated (workload, financial, and resource planning) Baselines
Business/Project Plans
Technical and engineering program/project requirements
Technical Data Packets aiding procurement decision
Ship's availability and installation scheduling
Program Government Furnished Inventories

Weekly technical briefings – reporting status of each work package
Project risk assessments
Program/project funds expenditures, expiring, funds, financial trends
Program/project executive summaries
Test procedures
Engineering Change Proposals
Configuration Management – review of engineering drawings, document changes to parent/child relationship, parts lists
Research and develop web links to gain project source data
Hardware delivery schedules and metrics
Project Work Breakdown Structures and metrics – by individual task, associated hours, cost, and schedule data
Research Studies
Project Charters, Project Plans, and Diminishing Manufacturing Sources and Material Shortages (DMSMS) Plans
Bi-Annual Reports (may be more frequent by exception) <ol style="list-style-type: none"> 1. Metrics 2. Charts 3. Formatting

5.3.2 Estimated quantity: Approximately 15 complex documents generated/updated per month per identified organizational sector.

5.3.3 Specific schedules for completion will be provided by each organizational sector.

5.4 Workload Planning

5.4.1 Using NUWC Keyport's Workload Planning, Program/Project Management processes contractor shall work with government personnel to develop and maintain workload planning information.

5.4.1.1 Data development and database population includes data entry/updates of multi-year workload and cost planning, management of multiple carry-over funding sources, and setting of annual baselines (labor, material, contracts, travel, etc.).

5.4.2 Estimated quantity: Initial workload planning update during budget preparation process – annually. Assume 15 updates per year after initial input per organizational sector.

5.4.3 Specific schedules for completion will be provided by each organizational sector.

5.5 Financial Status Report Development and Maintenance

5.5.1 Using Department of Defense, Department of Navy, Warfare Center, NUWCDIVKPT corporate financial and project systems or information provided by Government personnel, the Contractor shall deliver various financial status reports.

5.5.1.1 Financial reporting cycle (daily, weekly, monthly, quarterly, and annually) is computer generated and validated/certified by Government personnel. After validation notification, the Contractor shall utilize data to develop financial status metric reports in Government accepted format compatible with current program documentation. Reporting clarification relating to individual project report data fields and periodicity of requirements is clarified during regularly scheduled Project Team meetings.

5.5.1.2 Reports include text, tabular, and graphical data reflecting funding trends and various expenditure rates.

5.5.1.3 Common reporting fields include but are not limited to: Planned or actual government labor hours, work years, and cost down to the individual entry (number of hours on a given day by type code and charge object) level; Planned or actual new reimbursable funds at the station, department, Customer Advocate, or Technical Project Manager (TPM), or appropriation level; Planned or actual new direct cite funds at the station, department, Customer Advocate, or TPM, or appropriation level; Planned or actual overhead cost at the station, department, division, or branch level broken out by Standard Cost Function (SCF) code and/or broken out by primary cost element (labor, material, contracts, and other costs); Planned or actual service cost center costs at the service cost center level broken out by SCF code and/or broken out by primary cost element; All data on the Summary Source of Revenue Report.

5.5.1.4 Contractor shall also generate financial reports in response to various program/project data calls. Reporting requirements are clarified through Project Team participation. Contractor shall develop financial status metric reports with current program documentation.

5.5.1.5 Briefing materials may be multi-faceted and vary with each briefing packet. Packet material can include presentation outlines, templates, scripts, spreadsheets, charts, graphics, text/tabular data, video, photos, and engineering schematics. Material utilized includes updates of previous briefings or newly generated data.

5.5.1.6 Reports are reviewed for accuracy and completeness and provided initially as draft documents. Identified anomalies will be flagged and reported to Government personnel. Government personnel will take corrective action, provide data to Contractor and then final reports can be generated and provided both electronically and paper copy.

5.5.1.7 Contractor shall maintain all reports in historical, computerized files.

5.5.2 Estimated quantity: Approximately 10 recurring financial status reports and two ad hoc data call responses per month per identified organizational sector.

5.5.3 Specific schedules for completion will be provided by each organizational sector.

5.6 Performance Business Indicators

5.6.1 Utilizing data compiled from various Government performance tracking systems, the Contractor shall develop and maintain critical, continuous key performance indicators assisting major stakeholders in cost, schedule, and performance project assessments.

5.6.1.1 Indicators may be reported at project, program, or corporate NUWCDIVKPT levels and can be text, tabular, and graphical data.

5.6.1.2 Performance indicators vary within each organizational sector. Contractor shall work with the Project Team Lead to identify performance indicator requirements and appropriate reporting measurement mechanisms. Examples of current performance indicators are included in Table C-4.

Table C-4: Performance Indicators

Earned Value Management – WBS, work package, and project level reporting
Project Expenditure Trends – project baseline projections vs. actual expenditures; project over guidance/new funds, and forecasts. Using labor, material, travel, training, service cost center, and other expense categories
Funding level projection and expenditures by appropriation
Production Control – first pass yields, output levels, workload capacity, efficiency rates, production deliveries, and lost shop time
Integrated project schedule milestone progress and risk area assessment
Hardware Delivery – review of procurement progress, material delivery dates, project milestone accomplishments
Customer Feedback – survey review and analysis reporting
Various financial, workload and end strength related reports and/or metric indicators may be reported at project, program, or corporate NUWCDIVKPT levels.
Develop and maintain critical, continuous key performance indicators assisting major stakeholders in cost, schedule, and performance project assessments

5.6.1.3 Contractor shall analyze and review each report for accuracy, completeness, and identification of unexpected trends and anomalies. Performance indicator areas of concern will be identified and reported to applicable Business Office Manager, TPM, Branch Management and/or Project Lead for development and implementation of problem resolution.

5.6.2 Estimated quantity: Quantity of performance indicators will vary per organizational sector.

5.6.3 Specific schedules for completion will be provided by each organizational sector.

5.7 Tracking Reports

5.7.1 Contractor shall develop and maintain a project team/organizational sector action item report.

5.7.1.1 Project team actions are assigned to project team members and data provided for database inclusion is provided to Contractor through project team meeting discussions, Program Sponsor websites, e-mail notification, travel reports, etc.

5.7.1.2 Contractor shall assimilate data, develop and update action item data tracking system to include (but not limited to) descriptor of action, lead assignment, date assigned, date due, status reports, and status comments. Project specific reporting fields will be determined by project team lead.

5.7.1.3 Report will be maintained on Project Team computer servers and/or online collaboration tools servers for team accessibility.

5.7.1.4 Data will be updated on a routine basis set by the team or more often if unusual influxes of actions are received.

5.7.1.5 Contractor shall review report for accuracy and completeness. Identified anomalies should be reported to project team lead.

5.7.2 Estimated quantity: Maintenance of two action item reports per identified organizational sector. Approximately 100 records updated per month.

5.7.3 Specific schedules for completion will be provided by each organizational sector or project team.

5.8 Team Online Collaboration Tools/Websites

5.8.1 The contractor shall perform the following requirements.

5.8.1.1 Contractor shall design, develop and maintain project online collaboration tools/websites for Project Team application and include most currently updated project documentation.

5.8.1.2 Contractor shall maintain list of share point inventories and coordinate schedule updates with project team members as data updates occur.

5.8.1.3 Contractor shall create and maintain a central repository for the workforce to access documents approved for public release

5.8.2 Estimated quantity: Assume one online collaboration tool action per identified organizational sector with ten updates per month.

5.8.3 Specific schedules for completion will be provided by each organizational sector.

5.9 Project Team Meetings

5.9.1 Contractor shall attend various Project Team meetings including project team status checks, internal/external reviews, tradeshow/conferences, video teleconferences, phonecons, etc. Project Team meetings are often attended by Program Executive Office Program Sponsors, other field activity personnel, and senior management officials.

5.9.1.1 Contractor participation in such meetings is to gain further understanding of NUWCDIVKPT's project requirements/milestones relating to associated functional area that Contractor supports.

5.9.1.2 The majority of team meetings are held on-site. Travel requirements to external meetings may be required. Travel reports including meeting requirement/descriptor, dates attended, location and summary of meeting discussions will be provided to Project Team Lead and COR within five business days upon return.

5.9.1.3 Meeting preparation - Contractor shall provide technical and logistical support for Project Team meetings and coordinate with both government and other contractor personnel for task accomplishment. Support may include:

5.9.1.3.1 On-site and off-site conference room coordination.

5.9.1.3.2 Development of draft agendas and requests and coordination of pamphlets, brochures, and other media.

5.9.1.3.3 Attendee lists including names, Team role, phone number, e-mail address, etc.

5.9.1.3.4 Data packets for meeting attendees including copies of all briefing materials

5.9.1.3.5 Recording meeting minutes

5.9.1.3.6 Prepare technical data packages

5.9.1.3.7 Coordinate / Prepare Mock-up booth set-up (Keyport)

5.9.1.3.8 Off-site and/or on-site booth set up

5.9.2 Estimated quantity: Quantities for this support vary greatly by month and year.

5.9.3 Specific schedules for completion will be provided by each organizational sector.

6.0 Organization Sector Specific Financial and Management Analyst Services

The following services relate to certain organizational sectors as described below.

6.1 Comptroller Department – Budget

6.1.1 Incoming and Outgoing Funding Document Processing

6.1.1.1 Maintain electronic copy and post to applicable incoming/outgoing document folders on online collaboration tools.

6.1.1.2 Scan hard copy incoming funding documents when received and post electronic version on online collaboration tools.

6.1.1.3 Compile and post final electronic Incoming Funding Document Navy Comptroller (NAVCOMPT) 2193 documents to online collaboration tools, obtain signature when required by customer/sponsor and email document to entity identified on the Incoming Funding Document.

6.1.1.4 Compile and post electronic Outgoing Funding Document final NAVCOMPT 2193 to applicable online collaboration tools to be treated as the final amendment to the document.

6.1.1.5 Maintain, monitor and report on Outgoing Funding Documents that have not been accepted within 5 and 10 business days, send notices to delinquent responders.

6.1.1.6 Compile and post PR Comptroller workflow actions according to pre-determined government schedule.

6.1.2 Estimated Quantity: 300 Incoming and 100 Outgoing funding documents per month.

6.1.3 Maintaining electronic copy document folders, scanning hard copy documents, and compiling electronic NAVCOMPT 2193s are all daily requirements.

6.2 Comptroller Department – Accounting

6.2.1 Accounting/Financial Documents, Payment Package Preparation and Billing.

6.2.1.1 Scan vendor invoice documents and post electronic version on online collaboration tools. If necessary, notify vendor that invoices must be entered into Wide Area Workflow (WAWF) for payment and explain the process if unfamiliar.

6.2.1.2 Review incoming contract fields such as: FOB Destination, Shipping Unit of Issue, Unit Price, Transportation Clause, Paying DoDAAC, Progress Payment, Constructive Acceptance, Invoice Type, Proper WAWF Clause, Ship to/Acceptance DoDAAC, and Identified as Small Business for correctness; and, request modifications as required.

6.2.1.3 Scan and record invoices and other supporting documentation received including: invoice number, vendor name, invoice amount, date of receipt, date of payment and Small Business identifier in Accounting Office, Vendor Pay online collaboration tools. Monitor invoice status and update data as needed including expected payment due dates.

6.2.1.4 Monitor centralized vendor pay help desk telephone number and email address, and provide invoice submission assistance and vendor payment statuses upon request. Forward other vendor requests to Government project team personnel.

6.2.1.5 Provide monthly invoice status report and/or metrics to project lead by the 10th of each month. Data reported should include, at a minimum monthly data:

6.2.1.5.1 Number of invoices processed in WAWF.

6.2.1.5.2 Number of invoices returned to vendor and decision factors.

6.2.1.5.3 Interest payment statistics.

6.2.2 Estimated Quantity: Approximately 2,200 invoices per year.

6.3.3 Specific schedules for completion will be provided by the department.

6.3 Comptroller Department – Payroll

6.3.1 The contractor shall perform the following requirements.

6.3.1.1 Provide timekeeping transaction review and discrepancy analysis.

6.3.1.2 Contractor shall review and calculate travel compensatory time for input into the ERP tool by government personnel which updates the Defense Civilian Pay System (DCPS). Maintain daily, weekly, monthly payroll metrics and reports. This task includes emails to travelers for clarification and follow-up research purposes.

6.3.1.3 Provide customer service assistance and support to department employees, administrative support, and management as required via email, phone, or online collaborative environment.

6.3.1.4 Maintain electronic documentation on online collaboration tools, metrics, PowerPoints, and frequently asked questions (FAQs).

6.3.1.5 Run various ERP and/or LOCUS reports for Government for validation of time input, approval, internal and external data calls or reviews.

6.3.1.6 Perform periodic reviews and audits of ERP or LOCUS data as required by government. Provide an executive summary/recap for government management review with backup documentation/report attached.

6.3.1.7 Review periodically applicable time management and civilian pay regulations and directives (provided by the government) for clarification and understanding of tasks and responsibilities.

6.3.2 Estimated Quantity: Approximately 3,000 travel comp time forms calculated per year.

6.3.3 Specific schedules for completion will be provided by the department.

6.4 Comptroller Department – Travel

6.4.1 The contractor shall perform the following requirements.

6.4.1.1 Provide travel transaction review and discrepancy analysis.

6.4.1.2 Maintain travel documentation in electronic files for Government request of ad hoc queries. Prepare and route travel documentation for government acceptance. Process and review Defense Travel System (DTS) signed documents. Monitor and track travel document routing status. To use DTS, contractor personnel must acknowledge they have read and understand their responsibilities and authorized duties by submitting a Support Contractor Information Letter. This letter will be coordinated between the Program Manager and the COR. This task includes emails to travelers for clarification and follow-up research purposes.

6.4.1.3 Create and maintain daily, weekly, monthly travel metrics and reports as directed by government for internal or external data calls or reviews.

6.4.1.4 Contractor personnel supporting this task order who require access to the Defense Travel System (DTS) are required to receive and complete government provided training as required in the DTS Website within 30 days of assuming those duties

at: <https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=3100055&CFTOKEN=35547884#>
and <http://www.defensetravel.dod.mil/site/training.cfm>.

6.4.1.5 Review periodically applicable travel and employee reimbursement regulations and directives for clarification and understanding of tasks and responsibilities (provided by the government).

6.4.2 Estimated Quantity: Approximately 5,000 DTS Travel Authorizations per year

6.4.3 Specific schedules for completion will be provided by the department.

6.5 Comptroller Department – Server, Online Collaboration Tools and General Support

6.5.1 The contractor is required to perform the following requirements.

6.5.1.1 Perform standard data back-up and data recovery of financial data. Request corporate server data recovery if needed.

6.5.1.2 Perform archive of financial data and manage in accordance with records management policy.

6.5.1.3 Maintain Comptroller online collaboration tools. Maintain online collaboration tools taxonomy and keep the online collaboration tools up-to-date with pertinent, relative and current information. Do not maintain multiple copies of the online collaboration tools. Create and maintain and organize desk guides on the online collaboration tools and maintain a repository of other systems documentation on the online collaboration tools as requested.

6.5.1.4 Perform standard administrative duties for online collaboration tools, such as user account maintenance; distribute user documentation upon request; establish an electronic data folder for newly developed reports in central repository or data drop; create metrics and charts on performance. Respond to data calls related to online collaboration tools maintained information.

6.5.1.5 Perform security (e.g. access and privileges) and PII scans and maintain security for all Comptroller applications including but not limited to, online collaboration tools, reports, common shared data storage areas, and PII data protection.

6.5.1.6 Perform duties related to NMCI equipment maintenance and operations. This includes but is not limited to Move/Add/Change (MAC) requests, printer consumables, and accessory equipment such as keyboards and mice. Responsible for maintaining records for assigned NMCI department inventory, software requests, and network drop locations.

6.5.1.7 Perform monitoring of financial data processes including monitoring all daily/weekly/monthly scheduled input files and reports to ensure that data necessary to Comptroller department reporting is consistently received and accurate.

6.5.2 Workload estimate: Back-ups/archives are done on a monthly basis (approximately 250 files per month); recoveries are on-demand with an expected turn-around of one business day (on average two (2) per month). Monitoring receipt of files within data drop locations (approximately 50-100 per week), and online collaboration tool maintenance are all completed daily. NMCI MAC requests occur bi-monthly or on an as needed basis (by exception). Security scans and PII spot checks are to be performed quarterly.

6.5.3 Specific schedules for completion will be provided by the department.

6.6 Comptroller Department – FIAR

6.6.1 The contractor is required to perform the following requirements.

6.6.1.1 Assist with the coordination of both internal and external reviews, audits and assessments as they pertain to financial auditability and the strengthening of internal controls.

6.6.1.2 Provide coordination with data calls, collection of key supporting documentation, analysis of data, preparation of sample packages and documentation of processes in preparation of Audit Readiness (on-site or off-site).

6.6.1.3 Review and analyze financial records in support of FIAR.

6.6.1.4 Coordinate with Comptroller Department, internal Keyport and external office personnel, such as program analysts, business managers and other business office contractor personnel in the gathering and review of supporting documentation required for FIAR.

6.6.1.5 Assist with conducting in-depth research and analysis in the coordination and resolution of problems relating to FIAR.

6.6.1.6 Assist with the successful implementation, sustainment and validation of established policies, procedures and corrective action plans resulting from internal and external testing, sampling, or any other means of financial auditing.

6.6.1.7 Attend meetings, as required, and provide administrative support during meetings; take meeting notes, maintain and track action items for FIAR actions.

6.6.1.8 Prepare documentation from Government-provided information, which may include directives, instructions, position papers, reports, forms, tables, graphs, catalogs, manuals, metrics.

6.6.1.9 Prepare presentations and meeting support documents, which may include Microsoft® PowerPoint presentations, viewgraphs, spreadsheets, flow charts, handouts, agendas, charts, and meeting minutes.

6.6.2 Workload estimate varies by tasking.

6.6.3 Specific schedules for completion will be provided by the department.

7.0 General Information

7.1 Keyport Operations

It should be noted, all work will be performed at NUWCDIVKPT and NUWCDIVKPT Bangor Annex. The primary work area is at NUWCDIVKPT, Washington.

7.1.1 Hours of operation: Normal hours of operation are from 0700-1530, Monday through Friday, except Federal holidays. Alternate work schedules must be approved by the COR. Teleworking may be permitted on a situational basis. Telework must be approved by the COR. Upon completion of teleworking, the contractor must submit a telework report to the Program Manager detailing the work accomplished during the telework hours by close of business the following work day. The Program Manager shall submit any telework reports developed during the month as an attachment to the Contractor's Progress, Status and Management Report (CDRL A002).

7.1.2 Overtime: Overtime may be required to support emergent requirements. Approximately ~~3,500~~ **700** hours of overtime are anticipated annually. Overtime shall be coordinated with the COR with an approved Technical Instruction Letter (TIL) prior to use. Overtime that is not approved in advance will not be authorized for payment. Should the need arise in such a manner that written authorization is not possible, a verbal authorization shall be obtained from the Contracting Officer to be followed up in writing within three (3) working days.

7.1.3 End of Calendar Year Reduced Operations. NUWCDIVKPT halts most of its operations during the period between Christmas and New Year's Day every year. In general, contractor support is not anticipated during this period. If the government requires contractor support, the COR will request this support via the Program Manager. Only hours worked in support of such arrangements can be billed under the task order.

7.1.4 Early Dismissal and Closure of Government Facilities: When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, a security threat, or a facility related problem that prevents personnel from working, on-site contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. Non-essential contractor personnel who are not required to remain at or report to the facility shall follow their parent company policy regarding whether they should go to work, take leave (administrative or other), or report to another company facility. The contractor shall not direct charge to the contract for time off subsequent to an early dismissal and during periods of inclement weather, on-site contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat,

or a facility related problem), on site contractors who work in unclassified spaces will continue working established work hours or take leave in accordance with parent company policy. On site contractors with CAC access who work in classified spaces can continue working if a government employee is present in the space. Those contractors who take leave shall not direct charge the non-working hours to the task order.

Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, or closings in accordance with the FAR, applicable cost accounting standards, and company policy.

Contractors shall follow their disclosed charging practices during the task order period of performance and shall not follow any verbal directions to the contrary. A determination of cost allowability for time lost due to facility closure will be made in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

7.2 Performance of Service during Emergency

In the event of a national emergency, contractor personnel may be required to support ongoing operations.

The contractor shall have a manager or designee available by phone/pager to support schedule changes. The manager shall respond to contingencies within 24 hours to support emergencies. An emergency recall list shall be provided to the COR. During periods of government closure due to National Holidays, acts of nature, enemy threat/attack, and Christmas Shutdown, no direct charges will be allowed for contractor personnel unless work is performed. These days will be counted as vacation days.

7.3 Contractor's Progress, Status and Management Report

A Progress, Status, and Management Report shall be submitted to the Government monthly in a written format of the contractor's choosing (CDRL A002).

7.4 Invoice and Funds and Man-Hours Expenditure Reports

Prior to submitting an invoice into the Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) module in WAWF, the Contractor shall send it to the COR for review.

As part of the monthly invoice, the Contractor shall submit a Funds and Man-Hours Expenditure Report to the Government in a format of the contractor's choosing. The report will provide billed direct costs, indirect costs, and fee by contract line item. A separate report shall be submitted by the prime contractor and each subcontractor (CDRLs A003 and A004). In addition, when the prime or subcontractor receives approval from DCMA to bill new indirect rates, the corresponding DCMA approval letter shall be submitted to the COR to assist in review of the invoice.

7.5 Environmental Compliance Requirements

7.5.1 The Contractor shall comply, and ensure that all subcontractors comply, with all applicable environmental federal, state, and local laws and regulations and Navy policies, instructions, and plans. The contractor shall comply with all federal, state, local, and Navy environmental compliance training requirements. The contractor shall comply with all environmental regulatory agency permit conditions and consultation requirements. The contractor shall be solely liable for all of their Notice of Violations (NOV), fines, penalties, and corrective actions imposed by federal, state or local environmental regulatory agencies due to the contractor's failure or inability to comply with environmental requirements. The contractor shall provide verbal notification to the COR and the Government Technical Representative (GTR) within 24 hours of receiving a NOV or equivalent followed by written notification within three (3) workdays of receiving a NOV.

7.5.2 Hazardous Waste and Material Control/Handling: The contractor shall comply with all Navy instructions applicable, including OPNAVINST 5090.1 (Series) Environmental Readiness Program Manual, OPNAVINST 5090.1D Environmental and Natural Resources Program Manual as well as local station instruction where the operations are conducted.

7.6 Safety

7.6.1 The Contractor shall comply with all applicable Federal and state laws, regulations and requirements regarding occupational safety and health. In the event that safety laws, regulations or requirements change during the term of the contract, the contractor is required to

comply as such laws come into effect. While working on government facilities the contractor shall follow all local regulations and guidance for workplace safety including electronics, explosives, crane, and Electrostatic Discharge (ESD) requirements. The contractor shall adhere to industry safety standards, safety data sheets (SDS) for handling hazardous material and local guidance on cleanliness of the work area.

7.6.2 Work to be performed under this contract must be accomplished in accordance with safety and health standards and directives pursuant to the Occupational Safety and Health Act of 1970, Public Law 91-596.

General information for contractors; including a short list of NUWCKPTs references, in the ‘Occupational Safety and Health Booklet for Contractors and Visitors’; is available from the NUWC Division, Keyport Safety Branch.

7.6.3 Contractors who are required to walk through industrial shop areas outside of delineated safety lanes are required to wear safety shoes that meet the requirements of ASTM F2413, “Performance Requirements for Protective (Safety) Toe Cap Footwear,” for compression and impact.

7.7 CONTRACT SECURITY REQUIREMENTS

7.7.1 Directives

7.7.1.1 Cybersecurity Directives:

- (a) DoD Instruction 8500.01, Cybersecurity
- (b) DoD Directive 8140.01, Cyberspace Workforce Management
- (c) DoD Manual 8570.01-M, Information Assurance Workforce Improvement Program, Change 4
- (d) SECNAV Instruction 5239.20, DON Cybersecurity/Information Assurance Workforce Management, Oversight and Compliance
- (e) SECNAV M-5239.2, DON Information Assurance Workforce Management Manual
- (f) SECNAV Instruction 1543.2 Cyberspace/IT Workforce Continuous Learning

7.7.1.2 Industrial Security Directives:

- (a) DoD 5220.22-M Change 1 (CH 1), National Industrial Security Program Operating Manual (NISPOM)
- (b) DoDI 5220.22-R, Industrial Security Regulation
- (c) DoDI 5220.22, National Industrial Security Program (NISP)

7.7.1.3 Information Security Directives:

- (a) DoDM 5200.01 Vol. 1-4, DoD Information Security Program
- (b) SECNAV M-5510.36, DON Information Security Program
- (c) NAVSEAINST 5510.1C, Security Program Instruction

7.7.1.4 Privacy Act/PII Directives:

- (a) OMB M-17-12, Preparing for and responding to a breach of Personally Identifiable Information
- (b) DoDD 5400.11, DOD Privacy Program

(c) SECNAVINST 5211.5E, Department of the Navy (DON) Privacy Act (PA) Program

(d) NAVSEAINST 5211.2B, Naval Sea Systems Command Privacy Program

7.7.1.5 Communications Security Directives:

(a) DOD Instruction 8523.01, Communications Security (COMSEC)

(b) CNSSI 4005, Safeguarding Communication Security (COMSEC) Facilities and Materials

7.7.1.6 Personnel Security Directives:

(a) DoD Instruction 5200.02 Change 1, DoD Personnel Security Program

(b) SECNAV M-5510.30, DON Personnel Security Program

7.7.1.7 Operations Security Directives:

(a) DoDDIR 5205.02E, DoD Operations Security (OPSEC) Program

(b) SECNAVINST 3070.2, DON Operations Security (OPSEC) Program

(c) OPNAVINST 3432.1A, Operations Security

(d) NAVSEAINST 3432.1A, NAVSEASYS COM Operations Security Policy Instruction

(e) NAVSEAINST 2200.1, NAVSEASYS COM Photographic, Audible Recording and Portable Electronic Devices Policy

7.7.1.8 Physical Security Directives:

(a) DoD 5200.08-R, CH 1, Physical Security Program

7.7.1.9 Common Access Card (CAC) Directives:

(a) DoD Manual 1000.13, Volumes 1-2, DoD Identification (ID) Cards

(b) DoD Instruction 5200.46, DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card

(c) FIPS Publication 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

(d) CNO Ltr Ser N09N2/11U213200, DON Implementation of Homeland Security Presidential Directive

7.7.1.10 Homeland Security Presidential Directive (HSPD-12) requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006-DoD Implementation of HSPD-12 dated November 26, 2008 (or its subsequent Department of Defense instruction) directs implementation of HSPD-12. This section is in accordance with HSPD-12 and its implementing directives.

Contractors performing on Naval Undersea Warfare Center Division, Keyport (NUWC DIV KPT)/Naval Sea Logistics Center (NAVSEALOGCEN) contracts are required to successfully obtain and maintain (to include periodic reinvestigations) background investigations and clearances (if required) commensurate to contractor work performance and/or environment. Contract personnel investigation and adjudication records are subject to oversight by the Security Manager (SM) via the establishment of a “servicing” relationship with the records in the Joint Personnel Adjudication System (JPAS), Department of Defense (DoD) system of record for personnel security management. Contractor personnel unable to successfully obtain or maintain the appropriate investigation or necessary

clearance shall immediately, upon notification from Facility Security Officer (FSO), vacate the installation or performance location. The Contracting Officer, Contracting Officer's Representative (COR) and the Security Contracting Officer shall be notified of any such vacancy.

7.7.2 APPLICABILITY

These security requirements apply to contractor employees requiring physical access to any area of a federally controlled installation, facility or activity and/or requiring access to a Department of Navy (DON) or DoD computer/network/system to perform certain unclassified sensitive duties. These security requirements also apply to contractor employees who access Privacy Act Information of 1974, as amended in 5 U.S.C. 552a, and provide support associated with performing duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible Facility Security Officer/Representative of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a government site location and/or requires access to a DoN computer/system under this contract, is required to obtain a DoD Common Access Card (CAC). Additionally, depending on the level of computer/network access, the contractor employee will require a successful background investigation as detailed below.

7.7.3 ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled installation, facility, or activity under this section and who require access to a DoN IT system will require a DoD CAC. When access to a military installation, facility or activity is required contractor employees shall in-process with the Command Security Manager upon arrival to the Command, and shall out-process prior to their departure at the completion of the individual's performance under the contract.

The contractor shall provide a personnel roster of all Prime and Subcontractor personnel and submit to the COR and Security Contracting Officer via e-mail no later than 30 business days following award which shall be updated monthly and when changes occur.

Access to Government facilities/installations is at the discretion of the Government. The Government reserves the right to rescind access at any time. In each instance when contractors are terminated, separated or the contract is at the end date, the Contractor Manager or FSO shall ensure the prompt return of any issued items to the Government issuer (e.g. Government property, Government-owned keys, CACs, and/or issued identification picture badges).

7.7.4 ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as one of three levels. IT-I which is the Highest level designated as critical sensitive, IT-II designated as Non-critical sensitive, or IT-III designated as Non-sensitive. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act or other controlled unclassified information (CUI).

All contractor employees under this contract who require access to Privacy Act or CUI protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Systems Security Manager (ISSM).

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a fully adjudicated Single Scope Background Investigation (SSBI/T5) which is a higher level investigation than the National Agency Check with Law and credit (NACLC/T3) described below.

Due to the privileged system access, a SSBI/T5 suitable for high risk public trust positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) identified by the ISSM will be required to complete all mandatory training prior to accessing or operating a DoN/DoD IT system.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Command Security Manager and ISSM upon arrival to the Command, and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy IT resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; block 16 shall be signed by the COR or Contracting Officer.

The SAAR-N shall be forwarded to the Command Security Manager to allow a seven (7) day processing timeframe prior to the individual's start date. Failure to provide the required documentation in the specified amount of time may result in delaying the individual's ability to perform tasks related to computer access, and thus their ability to perform under this contract.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

7.7.5 INTERIM ACCESS

The Command Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network at the IT II level or below upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. If the final results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contracting company of their responsibility to provide appropriate personnel.

7.7.6 DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this section including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this section in all subcontracts when the subcontractor is permitted to have classified/unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

The Contractor FSO shall report reportable derogatory contractor information and behaviors that bring into question an individual's trustworthiness, judgment, and reliability to protect classified information to the Department of Defense Central Adjudication Facility (DoD CAF) via a JPAS incident report in accordance with the National Industrial Security Program Operating Manual (NISPOM). Contractor shall also notify the Contracting Officer, COR, and Security Contracting Officer of such information or behavior. Upon receipt of derogatory information, the Contracting Officer will consult with the Commanding Officer and Security Manager to determine based on the facts, whether a contractor's continued access to classified material, IT system, or government facility is in the best interest of the government. All contractor performance issues associated with the contract will only be addressed to the contracting company by the Contracting Officer.

Access to Government facilities/installations is at the discretion of the Government. The Government reserves the right to rescind access at any time. In each instance when contractor employees are terminated, separated or the contract is at the end date, the Contractor Manager or FSO shall ensure the prompt return of any issued items to the Government issuer (e.g. Government property, Government-owned keys, CACs, and/or issued identification picture badges).

Standards for Wearing CACs/Badges. Contractor employees who have been issued CACs and/or badges shall wear them at all times on outer garments above the waist and removed when exiting the installation. CACs or badges shall not be worn outside the installation nor used as personal identification.

7.7.7 CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three workdays after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, Email address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. During contract performance, the Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Security Contracting Officer.

7.7.8 BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

The Command security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. The Command recognizes contractor employees under this contract as Non-critical Sensitive (IT-II) when

the contract scope of work requires physical access to a federally controlled installation, facility, or activity and/or requiring access to a DoD computer/network, to perform unclassified but sensitive duties. At a minimum, each contractor employee must be a US citizen and a favorably completed NACLCT3 to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLCT3 consists of a standard NAC and FBI fingerprint checks plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to have completed:

1. SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
2. Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
3. Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required ensuring investigations remain current (not exceeding 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements, ALL contractor employees shall in-process with the Command Security Manager upon arrival to the organization, and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Command ISSM. Completion and approval of a SAAR-N form is required for all individuals accessing Navy IT resources. The SAAR-N shall be forwarded to the Command Security Manager at least 7 days prior to the individual's start date. Failure to provide the required documentation at least 7 days prior to the individual's start date may result in delaying the individual's start date.

Contractor employees shall accurately complete the required investigative forms prior to submission to the Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Command Security Manager may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Command is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Command Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON CAF for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the JPAS to Security Managers Office (SMO) 002536, or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Command will take a JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

7.7.9 Command All Shred Policy

Contractor shall dispose of all unclassified paper whether generated within or received from outside sources through shredding or placement in a command designated shred bin on a daily basis to eliminate unauthorized disclosure of Privacy Act, PII, FOUO information, or other types of CUI. This includes but is not limited to reports, briefings, meeting notes, memos, sticky notes, user manuals, working papers, and operating instructions. Newspapers, magazines, and shipping/laminated paper can be placed in recycle bins only. Brown paper bags (burn bags) and recycle bins are not authorized for storing or accumulation of unclassified office paper.

7.7.10 General Security Requirements

Contractor employees embedded in government work spaces will be included in the command security education program per SECNAV M-5510.36 (11-4.2.a) and must complete prescribed DoD/DoN training requirements.

Subcontracting. Contractor shall immediately notify the Contracting Officer and Security Contracting Officer prior to subcontracting and submit a copy of the sub-contract DD254 if applicable.

Security Inspections. Command security inspections shall occur annually and the Department Heads and CORs shall be informed of

Program to ensure that services are completed in accordance with acceptable principles of internal control, and meet specified, acceptable levels of quality. The operation of the Quality Control Program must be documented, maintained, and made available to the Contracting Officer's Representative (COR) upon request. At a minimum, the Contractor's Quality Control Program shall include an internal quality control and inspection system for required services. The job titles and organizational positions of the individuals who will conduct the inspections must be specified. There shall be a method to identify deficiencies in services that may occur and procedures to correct any deficiency in services that may occur. There shall be a file of information regarding inspections and other quality and internal control actions that documents the purpose of the inspection, the results of the inspection and any corrective action taken as a result of the inspection. Upon request, this file shall be made available to the Government during the period of performance.

8.3 Quality Assurance. The Government will monitor the contractor's performance and reserves the right to review services to be provided, including those developed or performed at the Contractor's facilities, to determine conformance with performance and technical requirements. The contractor, not the Government, is responsible for management and quality control actions to meet the terms of the contract. Government quality assurance will be conducted on behalf of the Contracting Officer. The COR will be appointed to coordinate the overall quality assurance of technical compliance.

9.0 Travel

Travel is required in the support of this Task Order. Travel locations and dates will be provided to the Contractor via TIL signed by the COR.

Travel to and from NUWCDIVKPT will not be paid by the Government. The only exception to this is travel between the NUWCDIVKPT Bangor Annex and NUWCDIVKPT. The contractor will be reimbursed mileage expenses for work purposes such as contractors picking up correspondence and mail and packages at NUWCDIVKPT for NUWCDIVKPT Bangor Annex).

9.1 Contractors Riding in Government Vehicles

There may be situations where contractor employees and government employees travel together in government vehicles. In such situations, contractor employees may only be passengers (not drivers) in such vehicles. If a contractor employee is a passenger in a government vehicle, it would be on a "no additional cost to the government" basis. If a contractor employee is a passenger in a government vehicle, the contractor shall indemnify and hold the government harmless from all liability resulting from personal injury or death or damage to property which may occur as a result of such joint travel.

9.2 Government Property

9.2.1 Joint Use Government Property

The Government will make specific Keyport-owned electric vehicles available to the Contractor as joint use vehicles for the Contractor's use in the performance of this contract. The Contractor will have access and use of this property, with the Government having first priority for the use of this property. The Government will remain the accountable custodian of the joint use vehicles and equipment and will be responsible for the equipment's replacement. The use of designated joint use property for other than this contract is prohibited. Advanced notice shall be provided and arrangements made with the Government when the Contractor requires use of the joint use vehicles/equipment. Accidents or abuse by either is at full cost of operator's agency at fault. The Contractor shall provide insurance in accordance with FAR clauses 52.228-5, 52.228-7, and C-228-H002.

10.0 Desk Guides

10.1 Each contractor or work area shall develop and maintain, with all latest information, desk procedures for each contracted position in accordance with CDRL A005.

11.0 Transition

11.1 Transition Services

The contractor shall provide phase-in/transition services. Phase-in/transition services shall be limited to only those services required to prepare for full performance of services.

11.2 Phase In/Observation

During the phase in for this contract, the Government will provide task familiarization training for selected tasks. Non-selected task familiarization may be arranged through the contract office. Any costs associated with training for these areas will be considered part of the basic effort.

11.3 Phase Out

In addition to the clause “continuity of services” (Federal Acquisition Regulation (FAR) 52.237-3), contractor shall give support to and cooperate with any successor that may be designated prior to the expiration of this contract. Phase in assistance may be required during the final 90 days of this contract. The incumbent contractor shall comply in good faith with any successor contractor to provide reasonable access to employees and employee records for recruitment efforts.

With respect to any such employees who are offered positions by the successor contractor, contractor further agrees to release, without penalty, any employee who chooses to accept employment by successor contractor. This obligation shall not require contractor to release an employee prior to the end of performance under this contract if such early release would affect contractor’s ability to perform its obligations. Contractor shall make available to successor contractor copies of maintenance instructions, records, and processes developed in the performance of this contract. Contractor shall make available historical data developed and documented in the performance of this contract. Contractor agrees to execute formal transfer of GFP, as applicable. Phase out assistance of this contract is considered within the scope of the contract and no adjustment to estimated costs.

12.0 Reporting Requirements

The contractor shall be required to submit the CDRLs identified in Section J.

13.0 Performance Requirements Summary

Table C-5 lists the Performance Requirements Summary (PRS). Regarding all percentages identified in the PRS, when the Government has specified documentation/tasks shall be XX% accurate, this means that out of 100 documents/tasks the contractor delivers/performs to the Government XX% of the documents/tasks shall be error free. For instance, if the Acceptable Quality Level required 90% accurate support this means 90 out of 100 documents/tasks shall be error free; not, 90 out of 100 words or 90% of any given document/task shall be error free. In the instances when the percentage is a required delivery schedule, this means that out of 100 documents/tasks the contractor delivers to the Government, XX% of the documents/tasks shall be delivered within the specified schedule. For instance, if the Acceptable Quality Level percentage required 90% delivery schedule, 90 out of 100 documents/tasks shall be delivered within the specified schedule.

Table C-5: Performance Requirements Summary

PWS Paragraph	Performance Objective	Acceptable Quality Level	Monitoring Method
Paragraphs 3.1 through 3.3, 3.6 through 3.12, and 4.2 through 4.8 and 4.10 through 4.15 – Administrative Support	Documentation, Office Administration, Training, Property Management, Key Custodian, Meeting and Visitor Support, Hiring Separation and Recruitment, Medical Certification and Scanning Support	<ul style="list-style-type: none"> - Correspondence shall be 95% accurate regarding spelling and grammar, and preparation in the correct format in accordance with SECNAV M-5216.5. - Documentation, data entry forms and systems, shall be completed accurately 95% of the time with spelling and grammar, consistent format throughout documents, and appropriate data entry. - Correspondence, documentation, data entry forms and systems, shall be delivered within specified schedules 	Customer Feedback

		<p>95% of the time.</p> <p>- For all support requiring revisions: After Government review, incorporate changes and provide final revisions within one business day with 99% accuracy.</p>	
3.2.1.1, 3.4, 3.5 and 4.1 Timekeeping and Help Desk	Help Desk & Travel Support and all Timekeeping Support	Urgent Maintenance and service calls and urgent travel shall be completed within specified schedules 100% of the time. Timekeeping shall be entered accurately into ERP 100% of the time, and entered within specified schedules 100% of the time.	Customer Feedback
4.9 Staffing, Classification, Recruiting and Student Outreach	Documentation Storage – PII Sensitivity	Proper storage of all documentation is to be maintained 100% of the time with 100% accuracy due to PII sensitivity.	Customer Feedback
5.1 through 5.6, 5.8, and 5.9 – Financial and Management Analyst Support	Budget Preparation, Project Quoting, Planning, Financial Status, Business Indicators, Online Collaboration Tools and Meetings	<p>- Work products shall be 95% accurate and delivered within specified schedules 95% of the time.</p> <p>- For all support requiring revisions: After Government review, incorporate changes and provide final revisions within one business day with 99% accuracy.</p>	Customer Feedback
5.7 Tracking Reports	Action Item Tracking	100% of Action Items provided for database inclusion to be logged into database within one business day of receipt. Data entry to be at 98% or higher accuracy.	Customer Feedback
6.1 Budget	Incoming and Outgoing Funding Document Processing and Billing	Funding documents processed within one business day 100% of the time with 95% accuracy. Per government defined schedule, weekly report updates completed 100% of the time with 95% or greater accuracy. Scanning is performed daily with 95% accuracy.	Customer Feedback
6.2 Accounting	Accounting/Financial Document & Payment	Validation of invoices for contract compliance with 98% or greater accuracy. Monthly invoice status report due by the 5th of each month with 95% accuracy. Scanning is performed daily with 95% accuracy.	Customer Feedback

6.3 Payroll	Travel Compensatory Time Support	Travel comp time forms processed within one business day of receipt 100% of the time with a minimum of 95% or greater accuracy.	Customer Feedback
6.4 Travel	Travel Review and Verification Support	Travel documentation processed within one business day of receipt with a minimum of 95% or greater accuracy.	Customer Feedback
6.5 Server and Online Collaboration Tools	Server and Online Collaboration Support	Online collaboration tools are updated and maintained within two business days of request with 95% or greater accuracy, servers are backed-up as scheduled with 100% accuracy.	Customer Feedback
6.6 FIAR	Financial Improvement and Audit and Readiness	Documentation shall be completed accurately 95% of the time and delivered within specified schedules 95% of the time.	Customer Feedback
7.3 Progress, Status & Management Report	Monthly Status Report	- Report shall be 98% accurate regarding all content and delivered within the specified schedules 95% of the time.	COR Monitoring
7.4 Funds & Man Hour Expenditure/ Prime Contractor Monthly Invoice	Prime Contractor Monthly Invoice	- Prime Contractor Monthly Invoice shall be 100% accurate regarding all content and shall be delivered within specified schedules 95% of the time.	COR Monitoring
7.4 Funds & Man Hour Expenditure/ Prime Contractor Monthly Invoice	Subcontractor Monthly Invoice	- Subcontractor Monthly Invoice shall be 100% accurate regarding all content and shall be delivered within specified schedules 95% of the time.	COR Monitoring
10.0 Desk Guide	Desk Procedural Guidebooks	Desk procedures and updates shall be completed accurately and within specified schedules 95% of the time.	COR Monitoring

14.0 List of Acronyms

Table C-7 contains a list of acronyms applicable to this PWS.

Table C-7: Acronyms

ACIO	Activity Chief Information Officer
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ATR	Approved Training Request
BLS	Bureau of Labor Statistics
CDRL	Contract Data Requirements List
CAPA	Corrective and Preventative Actions
COR	Contracting Officer's Representative
CPI	Continuous Process Improvement
CUI	Controlled Unclassified Information
DADMS	Department of Navy Application and Database Management System
DCPDS	Defense Civilian Personnel Data System
DCPS	Defense Civilian Pay System
DSC	Department Security Coordinator
DoD	Department of Defense
DoN	Department of Navy
DPO	Department Property Officer
DTS	Defense Travel System
EDW	Enterprise Data Warehouse
EAP	Emergency Action Plan
ERP	Enterprise Resource Planning
FAR	Federal Acquisition Regulations

FIAR	Financial Improvement and Audit Readiness
FOUO	For Official Use Only
GSA	General Services Administration
ISF	Integrated Solutions Framework
iRAPT	Invoicing, Receipt, Acceptance and Property Transfer
IT	Information Technology
JPAS	Joint Personnel Adjudication System
MAC	Move/Add/Change
MIC	Manager Internal Control
NAVCOMPT	Navy Comptroller
NAVSEA	Naval Sea Systems Command
NIIN	National Item Identification Number
NMCI	Navy/Marine Corps Internet
NOV	Notice of Violations
OPNUWCDIVKPT	Naval Undersea Warfare Center Division, Keyport
OPSEC	Operations Security
PC	Personal Computer
PDREP	Product Data Reporting and Evaluation Program
PII	Personally Identifiable Information

PDS	Personnel Directory System
PET	Planning & Execution Tool
PM	Program/Project Manager
POA&M	Plan of Action and Milestones
PAO	Public Affairs Officer
PR	Purchase Requisition
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QMR	Quality Management Representative
RFQ	Request for Quote
SECNAV	Secretary of the Navy
SCA	Service Contract Act
SOC	Standard Occupational Classification
SPO	Station Property Officer
SCF	Standard Cost Function
SSIC	Standard Subject Identification Code
SWMS	Shop Workload Management System
TAAT	Task Assignment & Acceptance Tool
TIL	Technical Instruction Letter

TPM	Technical Program Managers
WAWF	Wide Area Workflow
WBS	Work breakdown Structure
WDS	Workforce Development System

15.0 Enterprise-Wide Contractor Manpower reporting Application (ECMRA)

In accordance with NMCARS 5237.102-90, the contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for NUWC Division, Keyport via the secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address: <https://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://www.ecmra.mil>.

16.0 Electronic Cost Reporting and Financial Tracking (eCRAFT)

Per contract clause C-237-W001, the contractor shall submit required reports on the same day for the same timeframe the contractor submits an invoice in the Invoice, Receipt, Acceptance, and Property Transfer (iRAPT) system (CDRLs A003 and A004). The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.